

Add Address Tool Rights

Last Modified on 03/31/2025 11:15 am CDT

This tool is for the few people in a district who are allowed to add new addresses to Campus. They may also need access to [related tools](#).

To learn how to use this tool, see the [Add Address](#) article.

Add Address

Census > Addresses > Add Address

Add Address

Address Search
Search for an address already tracked in Campus using the fields provided, required fields are in red. Select an address from the list or click on Create New Address.

House/P.O. #	<input type="text" value="2215"/>	Address 2215 141st LN NW Blaine 55449 2215 141st LN NW Blaine 55449 2215 Clearlake Dr Blaine 55449 2215 Jefferson St Blaine 55449 2215 Lakewood Way Blaine 55449 2215 Maple St Blaine 55449
Street Name	<input type="text"/>	
Street Tag	<input type="text"/>	
Apt #	<input type="text"/>	
City	<input type="text"/>	
Household Phone () - x	<input type="text"/>	
Legal Description	<input type="text"/>	

Add Address

Census > Addresses > Add Address

Address Creation

Address Creation
Fill in the fields below. This will create a new Address object in the database and then continue on to the next Process Step.

Address Information

P.O. Box	<input type="checkbox"/>	Number	<input type="text" value="2215"/>	Prefix	<input type="text"/>	Street	<input type="text"/>	Tag	<input type="text"/>	Direction	<input type="text"/>	Apt	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>	County	<input type="text"/>	Location Code	<input type="text"/>	Latitude	<input type="text"/>	Longitude	<input type="text"/>
Tract	<input type="text"/>	Block	<input type="text"/>	Legal Description	<input type="text"/>								
Comments	<input type="text"/>												
District	<input type="text"/>												

Addresses	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Address	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Census > Addresses > Add Address

Users with rights to Address Information can select an address in the search results and be brought to the [Address Information](#) tool. See the [Address Information Tool Rights](#) article to learn about tool rights in this area.

Available Tool Rights

R	W	A	D
Allows the user to search for existing addresses in the Add Address tool.	Allows the user to search for and create new addresses using the Add Address tool. Users should also have at least RWA rights to Census > Address Information	N/A	N/A

Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Registrars](#)

See [User Groups and Suggested Roles](#) for more information.