

# Add Address Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

This tool is for the few people in a district who are allowed to add new addresses to Campus.

See the [Add Address](#) article to learn about this tool.

## Add Address

Census &gt; Addresses &gt; 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. #	2215
Street Name	
Street Tag	
Apt #	
City	
Household Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/> <input type="text"/> x <input type="text"/>
Legal Description	

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

## Add Address

Census &gt; Addresses &gt; 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	Number	Prefix	Street	Tag	Direction	Apt
<input type="checkbox"/>	2215					
City	State	Zip		County	Location Code	
Latitude	Longitude		Tract		Block	

Legal Description

Comments

District

▼ 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 &gt; Addresses &gt; Add Address

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

Users should also have at least **RWA** rights to Census > Address Information

## Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"><li>• Access and view the Add Address tool.</li><li>• Search for existing addresses.</li></ul>	<ul style="list-style-type: none"><li>• Create new addresses.</li></ul>	N/A	N/A

## Suggested User Groups

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

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

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