

Add Household Tool Rights

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[General Tool Rights](#) |

The **Add Household** tool allows users to search for, select and create new households.

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

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

Add Household ☆ Census > Households > Add Household

Household Search
 Search for a household already tracked in Campus. After searching, select a household from the list or click on Create New Household.

Household Search	Household	Household Address
Last Name: <input type="text" value="abe"/>	Abegg	2927 5th Ave NW Blaine
First Name: <input type="text"/>	Abegg, Glissa-Jean A	
Student #: <input type="text"/>	Abegg, Harrison	
Birthdate: <input type="text"/>	Abegg, Colton	
Number: <input type="text"/>	Abegg, Lillian	
Street: <input type="text"/>	Abegg, Ryo W	
Apt #: <input type="text"/>	Abel	4271 100th St E Blaine
Household Name: <input type="text"/>	Abel, Molly	
Phone: <input type="text"/>	Abel, Saville	
<input type="button" value="Search"/>	Abel	2561 126th St E Blaine
	Abel, Warwick	

Add Household

- Census Wizard
- Household Information
- Household Addresses
- Household Fees
- Household Food Service Deposit
- Household Members
- Household Payments

All Read Write Add Delete

Census > Household > Add Household

Who is typically assigned Add Household tool rights?

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

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

Read - Selecting an existing household brings the user to the Household Information tool (user needs rights to Household Information).

Write - Selecting New Household brings the user to the Household Creation editor, where they can enter basic information like the household name and phone number.

Additional rights to related tools are required to add [Household Addresses](#) and [Household Members](#). A fully assembled household consists of information entered in Household Information, Household Addresses, and Household Members.

General Tool Rights

R	W	A	D
<p>User can search for existing households in the Add Household Wizard.</p> <p><i>Selecting an existing household brings the user to the Census > Households > Household Information tool.</i></p>	<p>User can search for and create new households using the Add Household tool.</p> <p><i>Users also need RWA rights to Census > Households and Census > Households > Household Information</i></p>	<p>N/A</p> <p><i>Saving a new household brings the user to the Household Information tool.</i></p>	<p>N/A</p>