

Add Household Tool Rights

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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.

Add Household ☆ Census > Households > Add Household

Related Tools ▾

Household Search

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"/> - <input type="text"/> x <input type="text"/>	Abel, Saville	
<input type="button" value="Search"/>	Abel	2561 126th St E Blaine
	Abel, Warwick	

Add Household
 All
 Read
 Write
 Add
 Delete

Census > Household > Add Household

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.

Available 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>

Suggested User Groups

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

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