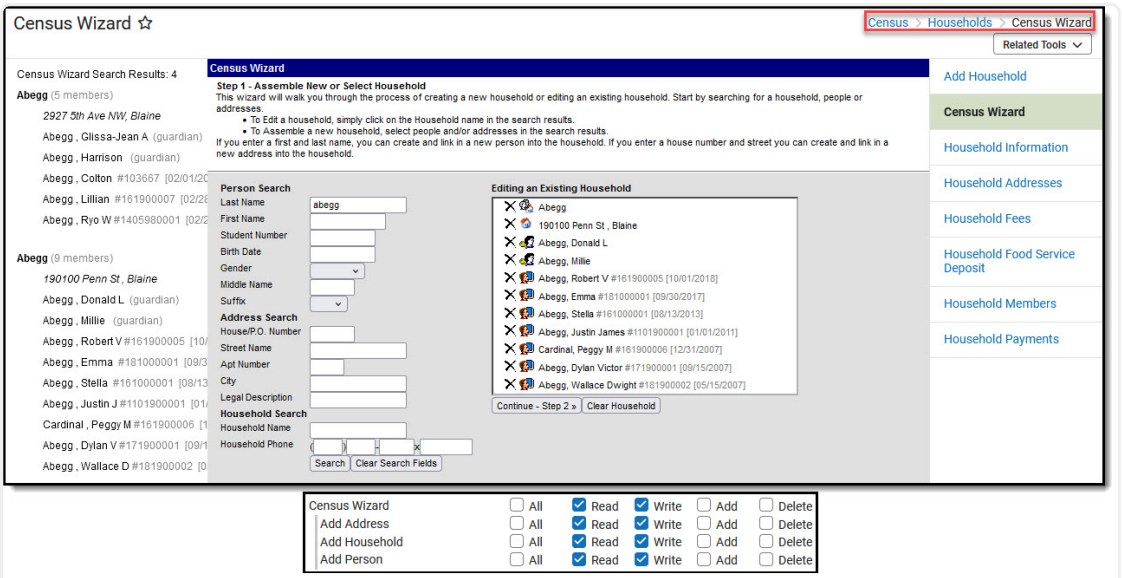
Census Wizard Tool Rights

Last Modified on 08/24/2026 9:31 am CDT

The Census Wizard uses a three-step process to assemble or update a household using information that already exists in Campus. Users can be granted rights to use this tool to create a new person while a household is being assembled or updated.

See the Census Wizard article to learn how to assemble or update household information with this tool.



Census > Households > Census Wizard

Read and Write access to Census Wizard and its subrights is sufficient to allow users to assemble and modify households with this tool.

Available Tool Rights

Subrights are in *italics.*

R	W	A	D
Access and view the Census Wizard.	Add information in the Census Wizard.	N/A	N/A

R	W	A	D
Add Address			
View address information in the Census Wizard.	Add address information in the Census Wizard.	N/A	N/A
Add Household			
View household information in the Census Wizard.	Add household information in the Census Wizard.	N/A	N/A
Add Person			
View person information in the Census Wizard.	Add person information in the Census Wizard.	N/A	N/A

Suggested User Groups

- Counselors
- Front Office Staff
- Registrars

See User Groups and Suggested Roles for more information.