

Census Wizard Tool Rights

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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 Wizard ☆

Census Wizard

Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household, people or addresses.

- To Edit a household, simply click on the Household name in the search results.
- If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can create and link in a new address into the household.

Person Search

Last Name: abegg

First Name:

Student Number:

Birth Date:

Gender:

Middle Name:

Suffix:

Address Search

House/P.O. Number:

Street Name:

Apt Number:

City:

Legal Description:

Household Search

Household Name:

Household Phone:

Editing an Existing Household

Abegg
 190100 Penn St., Blaine
 Abegg, Donald L.
 Abegg, Millie
 Abegg, Robert V #16190005 [10/01/2018]
 Abegg, Emma #18100001 [09/30/2017]
 Abegg, Stella #18100001 [08/13/2013]
 Abegg, Justin James #110190001 [01/01/2011]
 Cardinal, Peggy M #16190006 [12/31/2007]
 Abegg, Dylan Victor #17190001 [08/15/2007]
 Abegg, Wallace Dwight #18190002 [05/15/2007]

[Continue - Step 2 »](#) [Clear Household](#)

Census Wizard

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

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