

Household Addresses Tool Rights

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Users responsible for viewing or maintaining connections between addresses and households need access to the **Household Addresses** tool. This tool is used to establish and maintain the connections between existing Campus address records and existing Campus households.

To learn how to use this tool, see the <u>Household Addresses</u> article. Household Addresses ☆ Census > Households > Household Addresses Related Tools V Abegg ID: 1694 Phone: (651)555-1694 Q Find New Address Add Household Household Location Editor Start Date End Date Mailing Secondary Private Physical Census Wizard 2927 5th Ave NW 05/10/2018 1021 67th Ave NE 12/12/2017 05/09/2018 Household Information 157 Mississippi PI NE 08/08/2014 12/11/2017 2994 100th St E 08/06/2012 08/07/2014 **Household Addresses** Household Fees Household Food Service Deposit **Household Members** Household Payments Households All Read Write Add Delete Add Household ✓ All Read Write ✓ Add ✓ Delete Delete Census Wizard Read Read ✓ Write Add Add Address Delete Read Write □ All Add Household ☐ Add Delete Read Write Add Person Add Delete ✓ All Write ✓ Add ✓ Delete Household Information Read ✓ All Household Addresses Read ✓ Write ✓ Add Delete Household Fees Read ☐ Write ☐ Add Delete Household Food Service Deposit Read Write Add Delete Household Members ✓ All Read Write Add Delete

Available Tool Rights

Household Payments

Census > Households > Household Addresses

Read

☐ Write ☐ Add

Delete



R	W	A	D
View current and historical household address records.	Modify existing household address details (start/end dates, mailing, etc.)	Find and attach a new address to the household.	Delete a household's association to an address. Does not delete Campus address record.

Suggested User Groups

- <u>Principals</u>
- <u>Counselors</u>
- Front Office Staff
- Registrars

See <u>User Groups and Suggested Roles</u> for more information.