

# Households Tool Rights Overview

Last Modified on 04/14/2026 10:28 am CDT

The Households module contains related tools. Users may need access to several or all of these tools to perform their job duties.

Households	All	Read	Write	Add	Delete
Add Household	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Census Wizard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Address	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Household	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Household Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Household Addresses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Household Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Household Food Service Deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Household Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Household Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Census > Households - Tool Rights*

## Households Tool Descriptions

Article Link	For users who need to:
<b>Household Creation:</b>	
<a href="#">Add Household</a>	search for and work with existing households, or create new ones.
<a href="#">Census Wizard</a>	assemble households using existing information (requires RW access to Add Household/Add Address/Add Person).
<b>Related Tools for Household Components:</b>	Three related tools necessary for maintenance of households are Household Information, Household Addresses and Household Members.
<a href="#">Household Information</a>	see basic information such as household name, phone number and comments (users may need access to related tools Household Information, Household Addresses, and Household Members).
<a href="#">Household Addresses</a>	see or manage address information associated with a selected household (users may need access to related tools Household Information, Household Addresses, and Household Members).
<a href="#">Household Members</a>	see or manage membership of persons in a selected household (users may need access to related tools Household Information, Household Addresses, and Household Members).

Article Link	For users who need to:
<b>Additional Tools:</b>	
<a href="#">Household Fees</a>	manage fee assignments, payments and adjustments for household members.
<a href="#">Household Food Service Deposit</a>	manage food service deposits for household members.
<a href="#">Household Payments</a>	disable a household member's ability to make online payments.

## Available Tool Rights

Tool Right Article Link	R	W	A	D
<a href="#">Add Household</a>	Search for existing households in the Add Household Wizard.	Search for and create new households using the Add Household tool.  <i>Users also need <b>RWA</b> rights to Census &gt; Households and Census &gt; Households &gt; Household Information</i>	N/A  <i>Saving a new household brings the user to the Household Information tool.</i>	N/A
<a href="#">Census Wizard</a>	User can view information in the Census Wizard.	User can add information in the Census Wizard.	N/A	N/A
<i>Add Person</i>	User can view person information in the Census Wizard.	User can add person information in the Census Wizard.	N/A	N/A
<i>Add Address</i>	User can view address information in the Census Wizard.	User can add address information in the Census Wizard.	N/A	N/A

<b>Tool Right Article Link</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<i>Add Household</i>	User can view household information in the Census Wizard.	User can add household information in the Census Wizard.	N/A	N/A
<a href="#"><u>Household Information</u></a>	User can view household information.	User can view, add and modify household information.	N/A	Users can delete household information
<a href="#"><u>Household Addresses</u></a>	User can view current and historical household address records.	User can modify existing household address details ( <i>start/end dates, mailing, etc.</i> )	User can find and attach a new address to the household.	User can delete a household's association to an address.  <i>Does not delete Campus address record.</i>
<a href="#"><u>Household Fees</u></a>	User can view household fees.	Users can view household fees.	Users can make new fee assignment, make payment, and make adjustments, and void fees.	N/A
<a href="#"><u>Household Members</u></a>	User can view household member information.	User can edit existing information on the household members tab.	User can find and add new household members.	User can delete household members.  <i>To preserve historical information, use Start/End dates instead of Delete.</i>
<a href="#"><u>Household Payments</u></a>	User can disable online payment account for household members.	N/A	N/A	N/A

## Additional Household Tool Rights

## New Household Membership

To use the New Household Membership icon to add the person to a new household, the user must have:

- **RWAD** rights to Census > Household > Household Information
- **RWAD** rights to Census > Household > Members

## Edit Field

If a user should have access to view/modify household and membership information through the edit fields, he/she must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Household > Household Info
- **RW** rights to Census > Household > Members

## Phone Field

To edit the phone field, the user must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Households > Household Information

## Address Field

To edit the address field, the user must have:

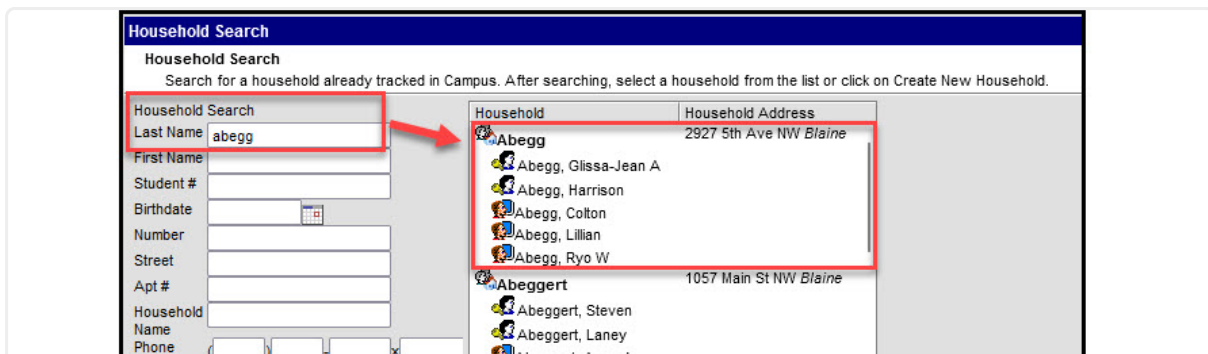
- **RW** rights to Census > Addresses > Address Information

# Related Tools

Users may require access to multiple related tools in order to perform their job functions.

In the example below:

1. **Add Household**: Household Search displays households already tracked in Campus.
2. Selecting the household displays the **Household Information** tool.
3. Selecting **Household Addresses** from Related Tools displays address information for the household.
4. Selecting **Household Members** from Related Tools displays a list of household members.



**Household Information** ☆ Census > Households > Household Information

Abegg ID: 1694 Phone: (651)555-1694 Related Tools ▾

Save Delete

**Household Information**

Name	Phone Number	Private
Abegg	(651) 555 - 1694	<input type="checkbox"/>

Comments

- Modified by: Administrator, System 07/02/2024 10:40

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

**Household Addresses** ☆ Census > Households > Household Addresses

Abegg ID: 1694 Phone: (651)555-1694 Related Tools ▾

Find New Address

**Household Location Editor**

Address	Start Date	End Date	Mailing	Secondary	Private	Physical
2927 5th Ave NW	05/10/2018		X			
1021 67th Ave NE	12/12/2017	05/09/2018				
157 Mississippi Pl NE	08/08/2014	12/11/2017				
2994 100th St E	08/06/2012	08/07/2014				

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

**Household Members** ☆ Census > Households > Household Members

Abegg ID: 1694 Phone: (651)555-1694 Related Tools ▾

Find New Member

**Household Member Editor**

Name	Start Date	End Date	Secondary	Private
Abegg, Colton	05/29/2018	03/25/2019		
Abegg, Colton	04/02/2019		X	
Abegg, Glissa-Jean A	07/23/2014			
Abegg, Harrison	07/23/2014			
Abegg, Lillian	07/23/2014			
Abegg, Ryo W	07/23/2014			X

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

Census > Households > Add Household with Related Tools

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## Suggested User Groups

- [Counselors](#)
- [Front Office](#)
- [Principal](#)
- [Registrars](#)
- [Transportation](#)

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

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