

Households Tool Rights Overview

Last Modified on 12/23/2025 3:15 pm CST

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

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

Census > Households - Tool Rights

Households Tool Descriptions

Article Link	For users who need to:
Household Creation:	
Add Household	search for and work with existing households, or create new ones.
Census Wizard	assemble households using existing information (requires RW access to Add Household/Add Address/Add Person).
Related Tools for Household Components:	Three related tools necessary for maintenance of households are Household Information, Household Addresses and Household Members.
Household Information	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).
Household Addresses	see or manage address information associated with a selected household (users may need access to related tools Household Information, Household Addresses, and Household Members).
Household Members	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:
Additional Tools:	
Household Fees	manage fee assignments, payments and adjustments for household members.
Household Food Service Deposit	manage food service deposits for household members.
Household Payments	disable a household member's ability to make online payments.

Available Tool Rights

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

Tool Right Article Link	R	W	A	D
<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
<u>Household Information</u>	User can view household information.	User can view, add and modify household information.	N/A	Users can delete household information
<u>Household Addresses</u>	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>
<u>Household Fees</u>	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
<u>Household Members</u>	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>
<u>Household Payments</u>	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 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	
Last Name	abegg
First Name	
Student #	
Birthdate	
Number	
Street	
Apt #	
Household Name	
Phone	

Household	Household Address
Abegg	2927 5th Ave NW Blaine
Abegg, Gissa-Jean A	
Abegg, Harrison	
Abegg, Colton	
Abegg, Lillian	
Abegg, Ryo W	
Abegger	1057 Main St NW Blaine
Abegger, Steven	
Abegger, Laney	
Abegger, Amanda	

Search  Abegger, Christian T 190100 Penn St Blaine

Household Information ☆

Abegg ID: 1694 Phone: (651)555-1694

[Save](#) [Delete](#)

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

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

Census > Households > Household Information

[Related Tools](#)

- [Add Household](#)
- [Census Wizard](#)
- Household Information**
- [Household Addresses](#)
- [Household Fees](#)
- [Household Food Service Deposit](#)
- [Household Members](#)
- [Household Payments](#)

Census > Households > Household Addresses

[Related Tools](#)

Household Addresses ☆

Abegg ID: 1694 Phone: (651)555-1694

[Find New Address](#)

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

Census > Households > Household Addresses

[Related Tools](#)

- [Add Household](#)
- [Census Wizard](#)
- [Household Information](#)
- Household Addresses**
- [Household Fees](#)
- [Household Food Service Deposit](#)
- [Household Members](#)
- [Household Payments](#)

Census > Households > Household Members

[Related Tools](#)

Household Members ☆

Abegg ID: 1694 Phone: (651)555-1694

[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	

Census > Households > Household Members

[Related Tools](#)

- [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

Suggested User Groups

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

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