

Households Tool Rights Overview

Last Modified on 02/14/2025 10:19 am CST

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

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

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

Follow the article links preceding each brief tool description to learn how to use each tool.

▶ [Click here to expand...](#)

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.

Article Link	For users who need to:
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).
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.

Households Tool Rights

Follow the links to the tool right article for more detailed information.

Tool Right Article Link	R	W	A	D
Add Household	User can search for existing households in the Add Household Wizard.	User can 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

Tool Right Article Link	R	W	A	D
<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
<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
Household Information	User can view household information.	User can view, add and modify household information.	N/A	Users can delete household information
Household Addresses	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>
Household Fees	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

Tool Right Article Link	R	W	A	D
Household Members	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>
Household Payments	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.

▶ [Click here to expand...](#)

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	Household	Household Address
Last Name: abegg	Abegg	2927 5th Ave NW Blaine
First Name:	Abegg, Glissa-Jean A	
Student #:	Abegg, Harrison	
Birthdate:	Abegg, Colton	
Number:	Abegg, Lillian	
Street:	Abegg, Ryo W	
Apt #:	Abeggert	1057 Main St NW Blaine
Household Name:	Abeggert, Steven	
Phone:	Abeggert, Laney	
	Abeggert, Amanda	
	Abeggert, Christian T	
		190100 Penn St Blaine

Household Information ☆

Census > Households > Household Information

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

Save Delete

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

Comments

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

Related Tools

- 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 57th 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

Suggested User Groups

- Counselors
- Front Office
- Principal
- Registrars
- Transportation

