

## CENSUS: Creating and Connecting Emergency Contacts and Non-Household Members *Index/Census/Add Person*

**ALWAYS BEGIN BY SEARCHING FOR THE PERSON TO SEE IF THEY ARE ALREADY IN THE SYSTEM.**

### *Index/Search/All People*

1. **Search** for the person to see if they're in the system. (Neighbor Jones)
2. If the person *is* already in the system, their name will come up. Continue with steps 4-10 below.
  - a. If the person is *not* in the system, go to Page 4 of this document.
3. Click the Red X to close the box so you can see the screen behind it.

Infinite Campus  
Person Search  
Person Search  
Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Person.  
\*Last Name Jones  
First Name Neighbor  
Middle Name  
Birth Date  
Gender  
Search  
Details Jones, Neighbor M  
PersonID: 314099

**If the person's Name and/or Page does *not* come up, continue to Page 4.  
If the person *is* in the system, then continue with steps 4-10 below.**

4. **To Connect/Relate Student to Others.** Focus on the Student. Go to **Search/All People** or **Search/Student** and find your student. When student comes up, go to **Relationships** tab.

Index Search Help  
All People  
whatever,a Go  
Advanced Search  
Search Results: 1  
Whatever, Andy  
Whatever, Andy  
Gender: M  
District Assignments School Choice Credentials Overrides Fees ID History Volunteer Status  
Demographics Identities Households Relationships Enrollments District Employment  
Save New Non-Household Relationship

5. **To Connect** the person to the student, go to **New Non-Household Relationship**.

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- Enter the name of the Emergency Contact person you want to connect to the student (could be a neighbor, Mom, Dad, Sibling, etc.)

6

7

- Click the Red X to close the box so you can see the screen behind it.
- Enter the Gender, Date (the day you do the work) and Emergency Priority. **SAVE.**

8

### Add the Emergency Contact's Phone Number.

- There is more than one way to add an emergency contact's phone number. Depending on where you are in the system, you can do **one** of the following:
  - Method #1** – After Step 5 above, click on the person's name (in Blue) to see their Demographics page. Then, add their phone number. Save.

9a.

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- b. **Method #2** – Search for the Person: *Search/All People, then go to Demographics*. Then, add their phone number. Save.

**9b.**

- c. **Method #3** – Search for the Student. When student comes up, go to: *Index/Census/People, then go to Relationships* Tab. Then, click on the person’s name (in Blue) and enter their phone number. Save.

**9c.**

10. **Check Your Work.** Go to your student’s Summary Page:  
**Index/Student Information/General/Summary Tab**

**10.**

Whatever, Andy					
Gender: M					
Credit Summary	Assessment	Behavior	Transportation	Fees	Lockers
Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Report C
CTE	Foster Youth	Attendance Letters	District Assessments	High School Prog	
<b>Summary</b>	Enrollments	Schedule	Attendance	Flags	Grades
Person Summary Report	Person Summary Report w/ Picture	Print Mailing Label			
17475D80-E5F5-4C0F-B05C-BB46441F4930					
Comments					
- Modified by: Mc Knight, Gayle 06/26/2014 15:33					
Household **Secondary					
Name	Relationship	Enrollment (grade)	Phone(s)	Email	
Non-Household Relationships					
Name	Relationship	Phone(s)	Email	Emergency Priority	
Jones, Neighbor	Friend-Neighbor	Oth:(999)999-9999		2	

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**IF THE PERSON IS NOT IN THE SYSTEM – Add Person(s), then Connect them to Student**

**ALWAYS BEGIN BY SEARCHING FOR THE PERSON TO SEE IF THEY ARE ALREADY IN THE SYSTEM:**

**Each person associated with the student should be created in Campus first.** By doing a Search/All People, take note of which person(s) are/are not already in the system, and which of them need to be added.

### Search/All People

1. **Search** for the person to see if they're in the system. (Neighbor Jones)  
If they are NOT already in the system, go to: ***Index/Census/Add Person***.

Hint: When doing a Search, enter as little information as possible so that more names come up. You can then narrow your search.

2. **Create New Person.**

3. Enter as much information as you can, including Gender, Ethnicity, etc.  
Save. You'll then see your new person.

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4. **Add each New Person for the student** by repeating Page 4, steps 1-3.
5. After all of the persons are entered into the system, go to Page 1 and follow Steps 4-10.