

Infinite Campus
CENSUS: How to Add a Person
Index/Census/Add Person

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

1. Go to **Search/All People**. **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.**

1.

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.

First Name Johnson
Last Name Friendly
Middle Name
Birth Date
Gender
Search

No Person matches found.

Create New Person

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

3.

New Person

Person Creation

Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below.

Person Information

Last Name Johnson First Name Friendly Middle Name Suffix
Gender Female Birth Date Soc Sec Number NO ACCESS

Race/Ethnicity

Is the individual Hispanic/Latino?
Is the individual from one or more of the these races?
(check all that apply)
 American Indian or Alaska Native
 Asian Indian

[Details](#) Johnson, Friendly F
PersonID: 312708