# 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)
- 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.

	× 3
Campus using the fields provided, required fields are in red. Select a s rson.	udent
Details Jones, Neighbor M PersonID: 314099 <b>2</b>	
	Campus using the fields provided, required fields are in red. Select a st rson. Details Jones, Neighbor M PersonID: 314099 2

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 <	Whatever, Andy 4					
	All People •	District Assignments School Choice Credentials Overrides Fees ID History Volunteer Status					
4	whatever,a Go	Demographics Identities Households Relationships Enrollments District Employment					
•	Advanced Search	Save New Non-Household Relationship 5					
	Search Results: 1	Non-Household Relationships Name Gender Relationship Start Date End Date Emergency Priority Guardian Mailing Portal Private					
	Whatever, Andy						

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

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

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	Details Jones, Neighbor M PersonID: 314099			
*Last Name Jones First Name Neighbor Middle-Name	Details Jones, Neighbor M PersonID: 314099			
Vast Name Jones First Name Neighbor Middle-Name Birth Date	Details Jones, Neighbor M PersonID: 314099			

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

Whatever, And	у				
Gender: M					
District Assignments	School Choice	Credentials	Overrides	Fees	ID Hist
Demographics Id	lentities Househ	olds Relations	ships	Enrollments	Distric
Save Q New Non-Household Relationship					
Non-Household Relation	nships Inder Relationship	Start Da	te End	Date Emerg	ency Priori
X Jones, Neighbor	Friend-Neighbor	• 🖹 06/16/2	014	2	

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

1

- **9.** 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 <u>one</u> of the following:
  - a. **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.

0	Details 🛐 Johnson, Friendly	F
<b>9a</b> .	PersonID: 312708	

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

	Index Search Help <	Johnson, Friendly Gender: F
9b.	All People •	District Assignments School Choice Credentials Overrides Fees ID H
	johnson,friendly Go	Demographics Identities Households Relationships Enrollments Dist
	Advanced Search	🕒 Save 😣 Delete 🚖 Person Summary Report 🚖 Demographics Data
	Control Desultar 4	Local Staff Number Staff State ID
Search Results: 1		Person GUID 83C6B1D1-2BF6-44CE-8695-C79F9ADBCD23
	Johnson, Friendly	Personal Contact Information Private P

 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.

	ndex Search Help ♦	Whatever, Andy Gender: M
9c.	► Health	District Assignments School Choice Credentials Overrides Fees ID History
	Medicaid	Demographics Identities Households (Relationships) Enrollments District Employ
	► PLP	Save Q New Non-Household Relationship
	▹ Special Ed	
	Student Locator	Non-Household Relationships Name Gender Relationship Start Date End Date Emergency Priority Gua
	▶ Reports	X Jones , Neighbor M Friend-Neighbor • 🕑 06/16/2014 🛅 2
	► Instruction	X Johnson , Friendly F Friend-Neighbor V 🕑 06/18/2014 🖬 🔤 2
	Census	
	My Data	
	Staff Request Processor	
	People	

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

Whateve Gender: M	er, Andy					
Credit Summ	ary Assess	ment Behavio	or Transpo	ortation	Fees	Lockers
Graduation	Athletics	AdHoc Letters	Waiver	Records T	ransfer	Report C
CTE F	oster Youth	Attendance Letters	District A	ssessments	High Sc	hool Prog
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Trar
🚖 Person	Summary Report	ort 📅 Person Summary Report w/ Pictu			ture 👌 Print Mailing	
17475D80-E Comments	5F5-4C0F-B05C-E	846441F4930	- Modified b	y: Mc Knight, G	ayle 06/26/2014	4 15:33
Household *	*Secondary					
Name	Relationship	Enrollment (gra	de)	Phone(s	) Err	nail
Non-Househ Name Jones, Neigh	old Relationships Relation bor <i>Friend-N</i>	ship Phon leighbor Oth:(§	e(s) 999)999-9999	Email En	nergency Priori	ty

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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.