CENSUS: How to Create a Household
Search/Student

Scenario: Student Boyl lives with Mom, Sissy and Grammy. He also lives with Dad part time. Two Households must be created.

Before you begin, select your Year, School and Calendar:

Year 14-15 ▼	School All Schools ▼	Calendar All Calendars

Before Creating a Household, make sure each person and address related to the student is in the system. If they are not, they will need to be created. Click on the following links for step-by-step instructions on: (1) How to Add a Person and (2) How to Add an Address.

FIRST, CREATE THE STUDENT'S PRIMARY HOUSEHOLD WITH MOM. This will be a NEW Household. Follow steps 1-9.

1. **Search for the Student** to see if they are in the System. Go to *Search/Student or Search/All People.*

2. When the student comes up, go to *Index/Census/Census Wizard*

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3. **Census Wizard: Step 1: Assemble New or Selected Household.**

   a. Enter the student's last name in the Person Search window, then hit Enter.

   3a
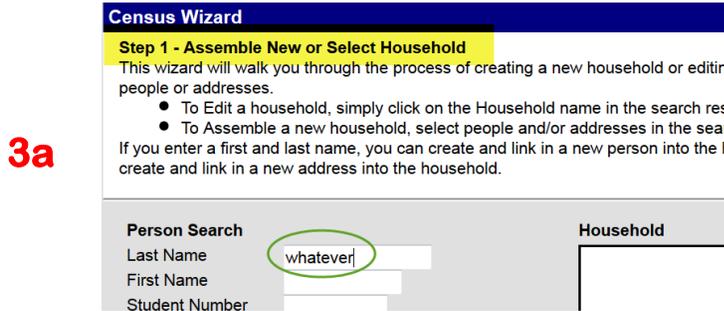
   b. Everyone in the "Whatever" household will appear in the left column. If they are not in a household they will appear at the bottom of the list. Assemble one household at a time.

   3b
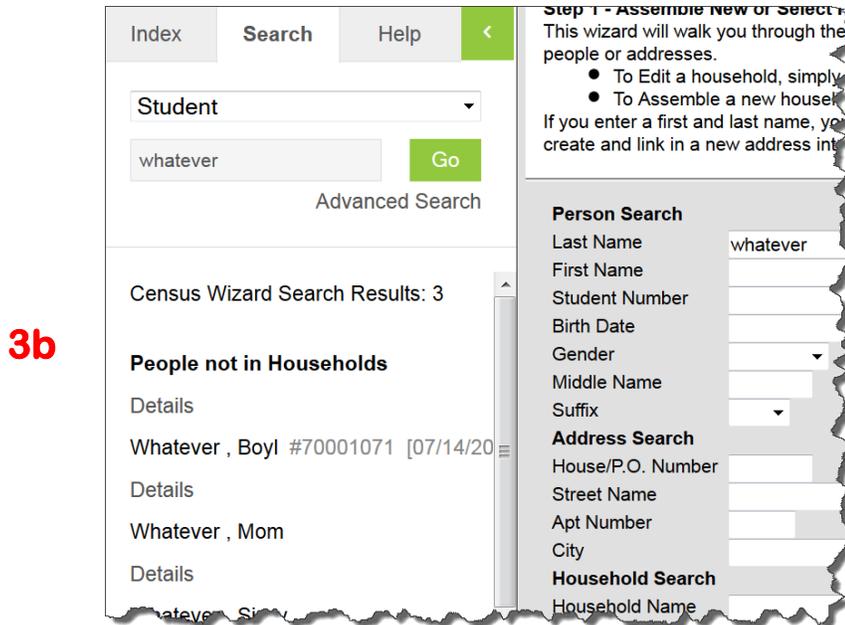
   c. Select each "Whatever" person you want in the household. Persons will move to the window on the right.

   3c
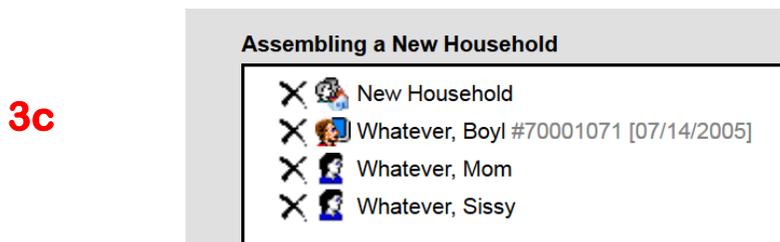
I n f i n i t e   C a m p u s
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d. Grammy has a different last name. Enter her last name, "Whatsoever" in the Person Search window, and hit Enter. Her name will appear on the Left. Click on her name to move it into the window with the others.

e. They all live at 1234 Whatever Street. Enter the House number, and then hit Enter. All of the 1234 Addresses will appear in the left column. Click on the correct address to move it into the window with the household members.
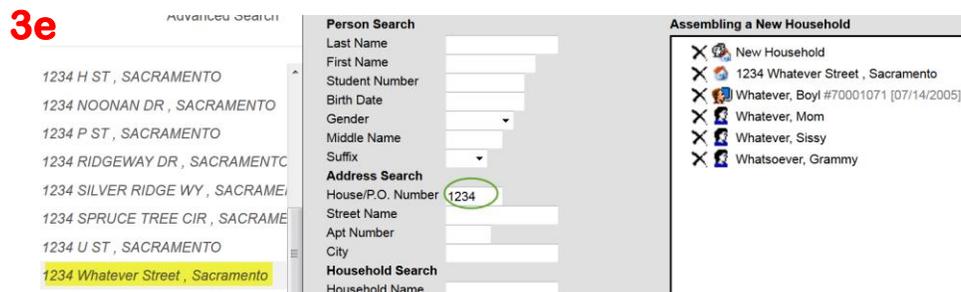
When the student, household members and addresses are all in the "Assembling a New Household" window, you may continue to Step 2.

4. **Census Wizard: Step 2: Edit Household Membership.**

Leave Household Name blank. Enter the Household Phone Number. Enter the Current Date. Since this is the student's primary household, check the Mailing Box under Household Locations. Save and Continue to Step 3.
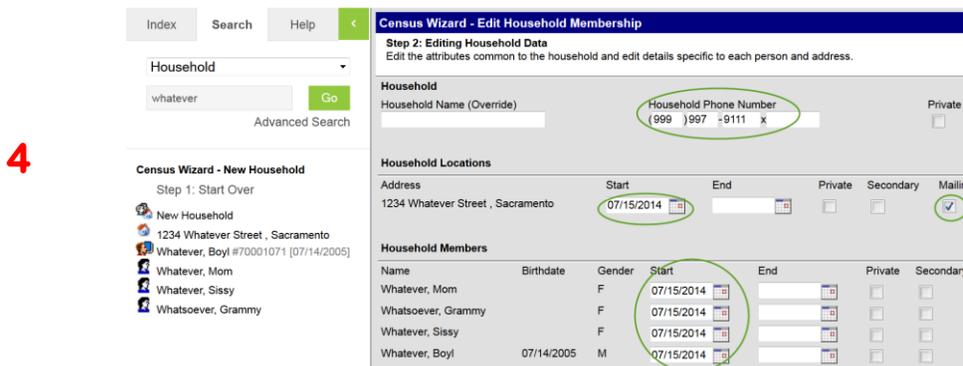
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5. **Census Wizard: Step 3: Edit Relationships of Household Members.**

    Focus on the **Student Only**. Enter information on the STUDENT only and all information will populate to the other relationships. Enter Current Date for Start Date. Enter the Priority Sequence of Notifications (Seq). Check appropriate boxes for Portal and Mailing purposes.

6. Scroll to the bottom of the page and hit **Save and Done**. The screen will stay up but it is actually done. To get out of this, refresh by clicking anywhere else in the left column.

7. Check your work. Go to *Search/Student* and pull up your student's page.

8. Another way to view this information is to select Person Summary Report, for a PDF of the Student's Summary Page.

9. If the student only has one household, you are done. If the student has a secondary household, then continue to Page 5.

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SECOND, CREATE THE STUDENT'S SECONDARY HOUSEHOLD WITH DAD. Follow Steps 1-12

Before you begin, select your Year, School and Calendar:

Year	14-15 ▼	School	All Schools ▼	Calendar	All Calendars

1. Always start with the Student. Go to *Index/Census/Census Wizard.* Enter the Student's Last Name. Hit Enter.

1
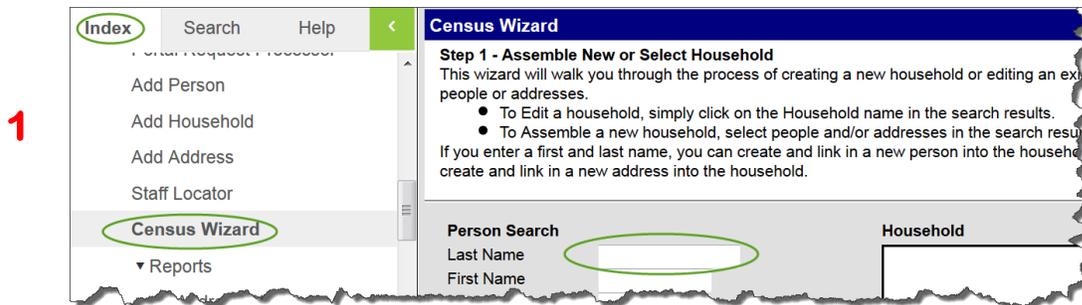
2. The entire "Whatever" household will come up, as well as any others with the same last name. Select **only** the student

2
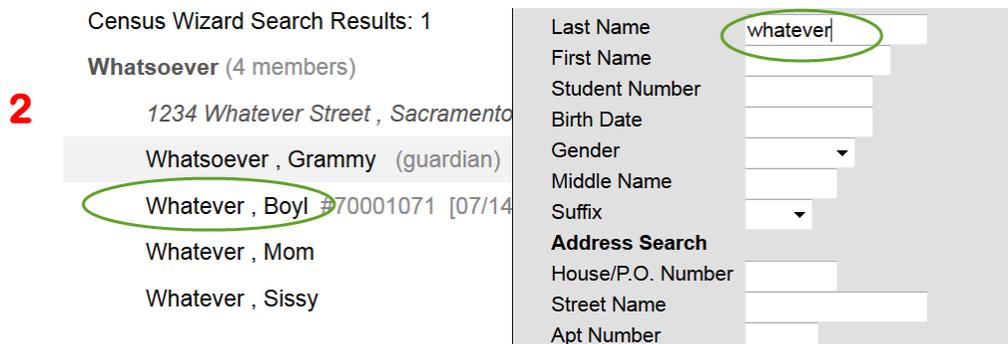
3. When you select the student, it will populate in the right window.

3

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4.   Enter Dad's last name ("Whomever") into the Person Search Window. Hit Enter.

5.   Select the father's name from the left window. His name will populate in the right window.

6.   Enter the father's address number in the Person Search Window. His address will appear in the left window. Selecting his address will add it to the right window.

7.   When the student, household members and addresses are all in the "Assembling a New Household" window, you may continue to Step 2.

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8. **Census Wizard: Step 2: Edit Household Membership**

   Leave Household Name blank. Enter the Household Phone Number.

    Enter the Current Date.

   Under Household Locations: Check the Mailing Box.

   Under Household Members: Check Secondary on the Students only. Do not check the Parent's Secondary Box.

   Save and Continue to Step 3

9. **Census Wizard: Step 3: Edit Relationships of Household Members.**

   Focus on the **Student Only**. Enter information on the STUDENT only and all other Information will populate to the other relationships. Enter Date for Start Date. Enter the Priority Sequence of Notifications (Seq). Check appropriate boxes for Portal and Mailing purposes.

   9

   Census Wizard - Edit Relationships
   Step 3 - Edit Relationships of Household Members
   Edit the relationships between the family members.

   Relationships to Whatever, Boyl

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Whomever, Dad		M	Father	07/15/2014		2	✓	✓	✓	

   Relationships to Whomever, Dad

Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Private
Whatever, Boyl	07/14/2005	M	Father	07/15/2014		2	✓	✓	✓	

   Save & Done

10. Scroll to the bottom of the page and hit **Save and Done**. The screen will stay up but it is actually done.

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11.   Check your work. Go to *Search/Student* and pull up your student's page.

11

Whatsoever Household **Primary					
Household Phone	(999) 997-9111				
Address	1234 WHATEVER STREET ,				
Name	Relationship	Enrollment (grade)	Phone(s)	Email	Emergency Priority
Whatever, Boyl	Self				
Whatever, Mom	Mother				1
Whatever, Sissy	Sibling				
Whatsoever, Grammy	Grandmother(guardian)				2

Whomever Household **Secondary	
Household Phone	(888) 998-8888
Address	9876 MAIN STREET ,

12.   Another way to view this information is to select **Person Summary Report**, for a PDF of
the Student's Summary Page.

Note: This is how it would now look if you were to go back to **Search/Household**, and search
for "Whatever":

Index	Search	Help	<

Household ▼

whatever	Advanced Search	Go

Whatsoever (4 members)

   1234 Whatever Street , Sacramento

   Whatsoever , Grammy   (guardian)

   Whatever , Boyl #70001071 [07/14/2005]

   Whatever , Mom

   Whatever , Sissy

Whomever (2 members)

   9876 Main Street , Sacramento

   Whomever , Dad   (guardian)

   javascript:makeSelection('HouseholdID, 1') Whatever , Boyl #70001071 [07/14/2005]