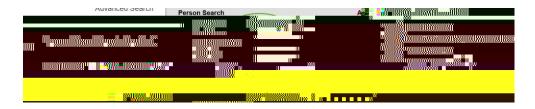
CENSUS

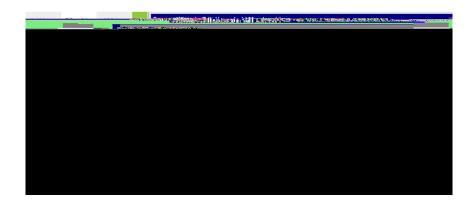
d. in the Person Search window, and hit Enter. Her name will appear on the Left. Click on her name to move it into the window with the others.



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.



Census Wizard: Step 2: Edit Household Membership.
Leave Household Name blank. Enter the Household Phone Number. Enter the Current Box under Household Locations. Save and Continue to Step 3.



CENSUS: How to Create a Household

Search/Student

SECOND, CRE Follow Steps 1-12

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



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



2. The enti name. Select only the student

, as well as any others with the same last



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



CENSUS How to Create a Household

Search/Student

4.		ow. Hit Enter.
5.	window.	populate in the right
6.	Enter the father in the left window.	His address will appear Selecting his address will appear
7.		

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

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.

10. Scroll to the bottom of the page and hit Save and Done

11. Check your work. Go to Search/Student and pull up you



12. Another way to view this information is to select Person Summary Report, for a PDF of

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

