



**Washoe County
School District**

Infinite Campus Census Creation



Census Overview

Census is the core of the Infinite Campus application. The census data contains three key data elements: people, households and addresses.

The Census module tracks every person in Infinite Campus including staff, parents, students, emergency contacts, etc. Data for each person is used throughout the different modules, utilizing historic details of each person. A single record is added for each person then changed if needed. A person may be a student as well as a parent and staff member.

Example: Dawn Johnson is entered into Infinite Campus as a student. She graduates and attends college and gets her teaching degree. Dawn becomes an elementary teacher in our district. Her person record is modified to show a district employment record and a staff assignment. Dawn gets married and her name is changed in Identities, all person history follows with her new name. Dawn becomes a parent and her children attend schools in our district. They are connected to her as a member of her household and by relationships created between her and her children. When her children grow up and have children, she can be marked as an emergency contact for her grandchildren. This is still just one person record with changes. Once you are established as a student in Infinite Campus, you will always appear as a student.

In the following documentation you will explore how to create new or change existing data elements. This will include adding people and/or creating or modifying households and creating or changing relationships between people.

The primary level of data in Infinite Campus is a person.

Objectives

At the conclusion of this lesson, you should be able to:

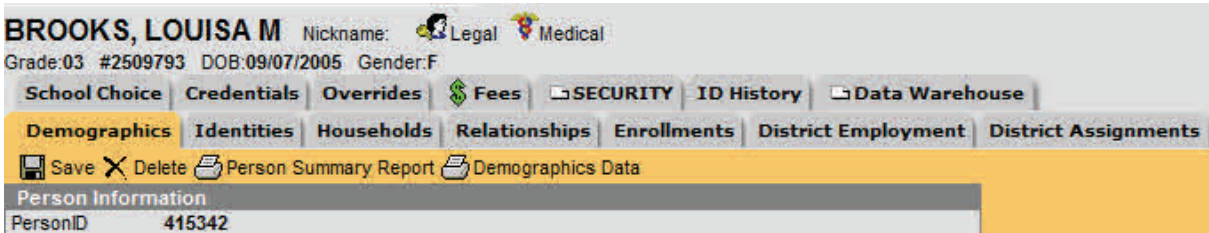
- Search for a person.
- Search for a student.
- Add a person using the Add Person Wizard.

Census>People

All persons entered into Infinite Campus have a **Person** record. This record holds the basic personal information about each person.

The program allows you to search for all **People** who have been entered into the system.

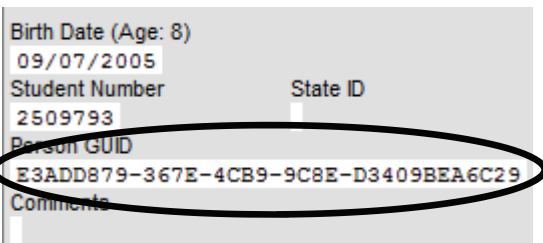
Person ID—the unique number assigned to each person entered into Infinite Campus. This ID is used by the program to attach records to the individual.



The screenshot shows the profile for BROOKS, LOUISA M. It includes fields for Nickname, Legal status, Medical status, Grade (03), Student ID (#2509793), Date of Birth (09/07/2005), and Gender (F). A navigation bar contains tabs for School Choice, Credentials, Overrides, Fees, SECURITY, ID History, and Data Warehouse. Below this is another set of tabs: Demographics (selected), Identities, Households, Relationships, Enrollments, District Employment, and District Assignments. Action buttons for Save, Delete, Person Summary Report, and Demographics Data are visible. The 'Person Information' section shows PersonID: 415342.

Student Number—The unique district created number assigned to students upon enrollment allowing records to be queried and reports run.

GUID—the Global Unique Identifier that may be used as the registration key to create a portal account for an individual.



This screenshot shows a form with the following fields: Birth Date (Age: 8) with value 09/07/2005; Student Number with value 2509793; State ID; Person GUID with value E3ADD879-367E-4CB9-9C8E-D3409BEA6C29 (circled in red); and a Comments field.

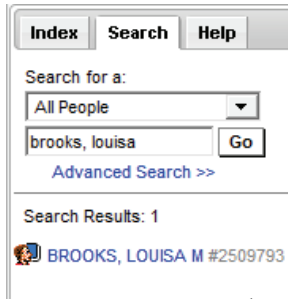
Contact Information—additional phone numbers, cell phone numbers and email addresses where persons may be contacted. The phone numbers are not the same as the home phone which is entered and maintained on the household.



The screenshot shows the 'Contact Information' section with four input fields: Other Phone, Work Phone, Cell Phone, and Email.

Private checkbox—marking this box will not hide data from a user, rather it is designed to be used when extracting data in an AdHoc report. The user can specify that the data marked as private should not be exported.

1. Expand the Census module by clicking on either **Census** or the + sign. Choose **Census>People**.
2. Search for the person by entering the last name , comma and first name. You can use a portion of each name or can search for just the first or the last name. To search for a first name, enter a comma and the first name.



The screenshot shows a search interface with three tabs: 'Index', 'Search', and 'Help'. Under the 'Search' tab, there is a section 'Search for a:' with a dropdown menu set to 'All People'. Below the dropdown is a text input field containing 'brooks, louisa' and a 'Go' button. A link for 'Advanced Search >>' is also present. Below the search criteria, it says 'Search Results: 1' and displays a result: 'BROOKS, LOUISA M #2509793' with a small icon to the left.

Search results appear below the search criteria

Demographics holds all identifying and contact information.

Demographics

Identities holds the name information. A person can go through a name change and this is where you will make name changes for marriages, adoptions, legal name changes, etc.

Identities

Household lists all the households that a person is a member of. You will also be able to see all other members of the household.

Households

Relationships links people together. You will be able to see relationships between siblings, parents, guardian and emergency contacts.

Relationships

Enrollments lists all the schools that a person has attended in WCSD. The most current enrollment information will appear at the top of the list and be bold if it is an active enrollment. Pay close attention to the enter dates as you can have more than one active enrollment at a time. This can occur with a concurrent enrollment as well as a future enrollment when the next year's information has been rolled forward.

Enrollments

District Employment houses data for school district employees for reporting and data analysis.

District Employment


District Assignment tab ties the person to a particular school and adds their name to areas of functionality in the product such as **Teacher**, **Behavior**, **Health**, etc.


District Assignments


You may see additional tabs depending on your rights in Infinite Campus.


What do the different person icons mean?

When you search for a person, you may see three different icons next to their name. These indicate information about the person

 Indicate the person is a student. An enrollment and a student number makes a student. Once you are a student in Infinite Campus, you will always show as a student. Make sure you check birthdates when searching records.

 Indicates the person is a staff member with a staff number and district employment start date. The staff number must be entered before the Icon will appear.

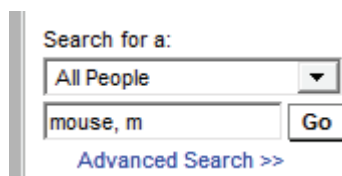
 Indicates any other person which could be a parent, emergency contact, etc.

 Indicates that the person is a Guardian of a student.

SEARCHING FOR A PERSON

From the **Index** click **Search>All People**

1. Click the **Search** tab. Make sure **All People** is in the search field.



Search for a:
All People
mouse, m Go
[Advanced Search >>](#)

2. Enter the name of the person you are searching for by last name, [comma] first name. If you are not exactly sure how to spell the name you can enter the first part of each name followed by % and it will bring up matches containing the letter combinations. **Search, Search, Search.** The search results will appear in a list below the search criteria.

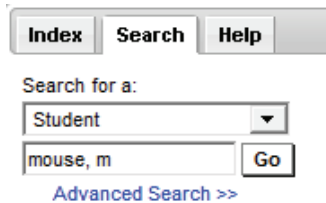


3. Click on the name of the person in the list and their personal information will appear. To see their Census data, click on **Index, Census, People.**

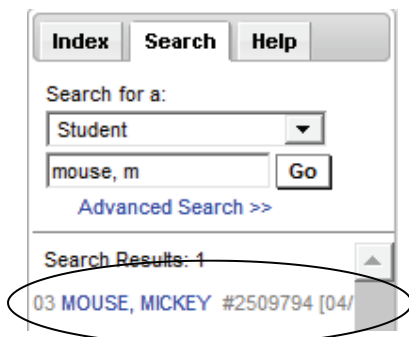
SEARCHING FOR A STUDENT

Search>Student

1. Click the **Search** tab. Make sure **Student** is in the search field.



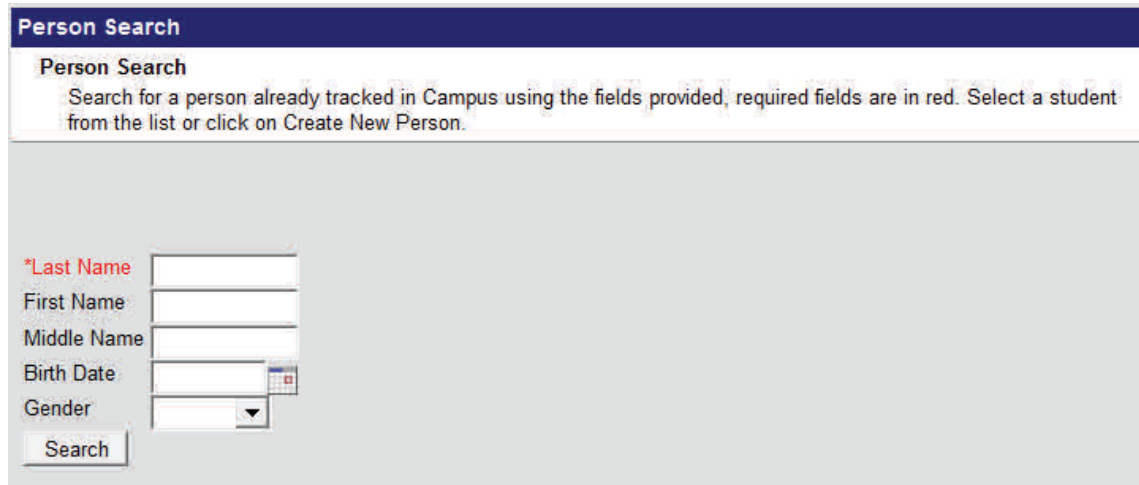
2. Enter the name of the person you are searching for by last name, [comma] first name. If you are not exactly sure how to spell the name you can enter the first part of each name followed by % and it will bring up matches containing the letter combinations. **Search, Search, Search.** The search results will appear in a list below the search criteria.



3. Click on the name of the student and their personal information will appear.

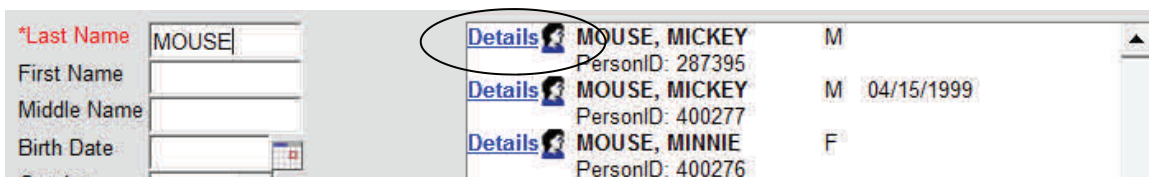
ADDING A PERSON

1. From the **Index**, click on **Census > Add Person**.



The screenshot shows a web form titled "Person Search". Below the title is a search instruction: "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." The form contains several input fields: "*Last Name" (with a red asterisk), "First Name", "Middle Name", "Birth Date" (with a calendar icon), and "Gender" (with a dropdown arrow). A "Search" button is located at the bottom left of the form.

2. Check the results area and make sure that there are no possible matches. **Search and compare data! This is a most critical step in this process and keeps us from duplicating person records in the system.**
3. Type in the name of the person that you are searching for. Be sure to add the **Gender** as that will significantly reduce the search time and results. The only field that is required is the **Last Name** field it may be best to only enter the last name and first initial of the person you are searching for. **Make sure you Search, Search, Search** and match birth dates, etc. Thousands of people have already been added to Infinite Campus, your person could already be included disguised as a student!
4. Review the possible matches.



The screenshot shows the search results area. On the left, the search form is partially visible with "MOUSE" entered in the "*Last Name" field. On the right, a list of search results is displayed. Each result includes a "Details" link, a person icon, the person's name, and their ID number. The first two results are for "MOUSE, MICKEY" with PersonIDs 287395 and 400277. The third result is for "MOUSE, MINNIE" with PersonID 400276. The "Details" link for the first result is circled in red.

Details	Name	Gender	Birth Date
Details	MOUSE, MICKEY	M	
	PersonID: 287395		
Details	MOUSE, MICKEY	M	04/15/1999
	PersonID: 400277		
Details	MOUSE, MINNIE	F	
	PersonID: 400276		

5. Click the **Search** button and review the person matches that appear in the right field. If you find a match, do not create another record. To check personal information, click on the **Details** link to the left of her person name and ID number. **Remember: a person who had been a student in Infinite Campus will always appear as a student! Compare birthdate and relationship data before creating a new person record.**

6. If no person matches are found, and you have searched all possible name combinations, click **Create New Person**.

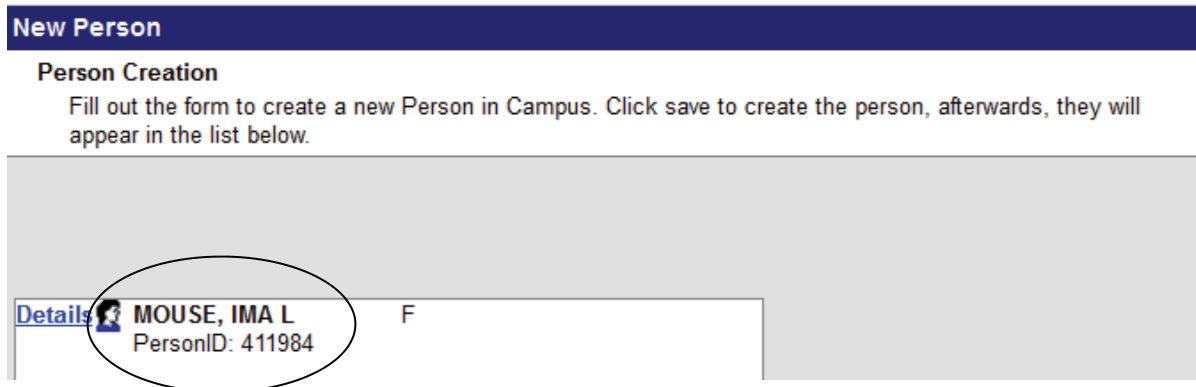
A screenshot of a search interface. On the left, there are input fields for: *Last Name (MOUSE), First Name (IMA), Middle Name (empty), Birth Date (empty), and Gender (Female). Below these is a 'Search' button. To the right of the search fields is a large white box containing the text 'No Person matches found.', which is circled in black. Below the search area is a 'Create New Person' button.

7. The **person Creation** window will show fields for additional personal information. **Student records require Birthdate, Race, Ethnicity and Home Language. You do not have to create a student number for entering students at this time. The enrollment process will create a student number for the person.**

The slide box on the side of the window indicates that there are additional data fields. Slide the bar down to see the fields.

A screenshot of the 'New Person' creation window. The title bar says 'New Person'. Below it is the section 'Person Creation' with the instruction: '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.' The main form area is divided into two sections: 'Person Information' and 'Race/Ethnicity'. The 'Person Information' section contains fields for: *Last Name (MOUSE), *First Name (IMA), Middle Name (empty), Suffix (dropdown), *Gender (Female), Birth Date (calendar icon), and Soc Sec Number (three input boxes). The 'Race/Ethnicity' section contains a dropdown for 'Is the individual Hispanic/Latino?' (N: No) and a list of checkboxes for 'Is the individual from one or more of the these races? (check all that apply)'. The checkboxes are: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. A vertical scrollbar is on the right side of the form, with an arrow pointing to it from the bottom right.

8. Click **Save**.
9. The **New Person** window will appear with the newly created person record in the list. To review the person data, click on the name.



The **Demographics** tab is the area for viewing person information. All people entered into the system, including students, staff, parent/guardian, household members, etc., have a Demographics tab.

The tab is divided into four distinct areas.

Person Information

The screenshot shows the 'Person Information' tab for 'MOUSE, IMA L'. The form contains the following fields and values:

- PersonID: 411984
- Last Name: MOUSE, First Name: IMA, Middle Name: LITTLE, Suffix: (dropdown)
- Gender: Female, Birth Date: (calendar icon), Soc. Sec Number: (calendar icon)
- Race/Ethnicity: C, Federal Designation: 6:White, Race(s): White, Hispanic/Latino: N:No, Race/Ethnicity Determination: 01:Parent Identified
- Birth Country: US: United States Of America
- Date Entered US: (calendar icon), Date Entered US School: (calendar icon)
- Home Primary Language: EN: English, Alternate Language: EN: English
- Nickname: (text field)
- Comments: (text area)
- Birth City: Reno, Birth State: NV: Nevada
- Race Ethnicity Code Mapping: (dropdown)
- New in Country: (dropdown)

A cartoon mouse picture is visible in the upper right corner of the form area. The text 'Upload Picture' is located below the picture.

Person Information shows the general information about the chosen person. It contains the name, birthdate, gender, race/ethnicity, birth information as well as language spoken by student and language spoken at home.

If a picture is available, it will appear in the upper right corner of the page.

A record of the person who last modified the record will show in the lower right corner of the window.

Person Identifiers

This area holds all the assigned numbers.

Local Student number is the assigned student ID. You can generate a student ID by clicking in the **Generate Number** check box and click **Save**.

Student State ID is created when the student number is assigned.

Local Staff Number is where the Employee Number is entered.

Person GUID is the distinct number assigned to the person that allows the creation of a portal account.

Person Identifiers	
Local Student Number	<input type="text"/> <input type="checkbox"/> Generate Number
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	0FFF814A-E5B3-4507-82A3-B04A39E14E96

Person Contact Information

1. Enter all available data such as additional phone numbers, email addresses and any needed comments.
2. Select the types of messages the parent/guardian wishes to receive.

Personal Contact Information		Messenger Preferences Contact Reasons					
Contact Information	Private	Emergency	Attendance	Behavior	General	Priority	Teacher
Email: ABROOKS@EMAIL.COM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (775)123 -4567 x	<input type="checkbox"/>	<div style="border: 2px solid black; padding: 5px;"> Parents will not receive any messenger messages if the check boxes are not marked! This includes messages sent by the teachers to email addresses. </div>					
Other Phone: () - x	<input type="checkbox"/>						
Work Phone: (775)789 -3214 x	<input type="checkbox"/>						
Pager: () - x	<input type="checkbox"/>						
Preferred Language en_US: US English							
Comments							

- Modified by: registration2, Online 10/15/2013 12:17

District Defined Elements

This area holds information pertaining to permissions from parent/guardians as well as Connect Ed Emergency numbers and the preferred language for attendance calls and report cards.

During the OLR process the Connect Ed Emergency numbers are entered into the Student's record. **If you are entering the data manually, you must enter it into the student record.**

The ConEdLang field drives which language the parent will receive attendance calls as well as in what language the report cards are printed.

The screenshot displays a web form titled "District Defined Elements" with two columns of fields. The left column includes: NV College Data Sharing (dropdown), FAFSA Opt Out (checkbox), Connect Ed Opt Out (checkbox), Con Ed Emergency Number 1 (text input with format (775)123 -4567 x), Con Ed Emergency Number 2 (text input with format () - - x), Verification (dropdown), Media (dropdown with "OK: Okay" selected), RestDirInfo (dropdown), and Federal Impact Aid (dropdown). The right column includes: Volunteer Approval Date (calendar icon), Fingerprint Date (calendar icon), Counselor (text input), ConEdLang (dropdown with "ENG: English" selected and circled in black), Connect Ed Text (text input with format (775)123 -4567 x), Registration (dropdown), Field Trip (dropdown with "OK: Okay" selected), Internet (dropdown with "OK: Okay" selected), and Mil Rel (dropdown).

Section Review

1. Search for yourself as a person. What happened?
2. Search for yourself as a student. What happened?
3. Create yourself as a person.
4. Change your last name to Anderson.
5. You only know the last name of a student and that the first name starts with a D. How do you find the student?
6. A student name is in red, what does that mean?

Household Overview

A household is a group of related people living at the same address. It is possible to have more than one household connected to the same address or have one person living in more than one household. A child that is living part time in both households would be marked as **Primary** in one household and **Secondary** in the other.

At the conclusion of this lesson, you should be able to:

- Search for a Household in Census.
- Add a Household using the Census Wizard.

ADDING A HOUSEHOLD

1. From the **Index** , choose **Census > Census Wizard**.

The **Census Wizard** is a three-step process that allows the user to assemble the household, add persons as members to that household and modify relationships.

Step 1: Assemble New or Select Existing Household

Step 2: Edit Membership and Mailing Information

Step 3: Define Relationships

The screenshot shows the 'Census Wizard' interface for Step 1: Assemble New or Select Household. The interface is divided into two main sections: 'Person Search' and 'Household'. The 'Person Search' section contains several input fields: Last Name, First Name, Student Number, Birth Date, Gender (a dropdown menu), Middle Name, and Suffix (a dropdown menu). Below these are 'Address Search' fields: House/P.O. Number, Street Name, Apt Number, and City. The 'Household Search' section includes Household Name and Home/Other Phone (with a small 'x' icon). At the bottom of the search fields are 'Search' and 'Clear Search Fields' buttons. The 'Household' section is a large empty rectangular box. At the bottom of the 'Household' section are 'Continue - Step 2 >' and 'Clear Household' buttons. The top of the window has a title bar 'Census Wizard' and a subtitle 'Step 1 - Assemble New or Select Household'. Below the subtitle is a paragraph of instructions: 'This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household.' followed by two bullet points: '• To Edit a household, simply click on the Household name in the search results.' and '• To Assemble a new household, select people and/or addresses in the search results.' and a final line: 'If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you can c'.

Census data may be searched by entering person information, address information or household information. At least one field needs to be entered in order to search.

Searching Census Data

Searching for Census data does not require the selection of a school, calendar or year.

All individuals that exist in Campus will be searched. This includes past students, present students, former and current staff members and parents.

SEARCHING FOR A HOUSEHOLD

From the **Index**, click **Search>Household**

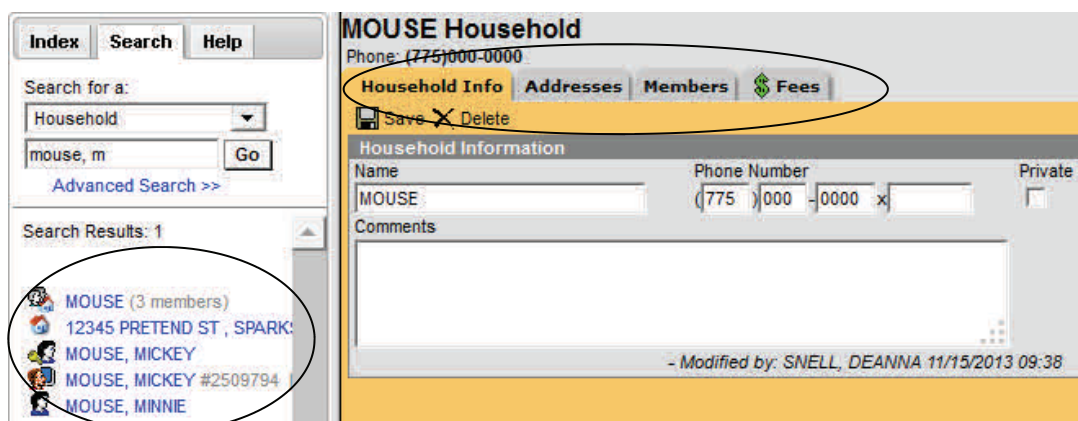
The search criteria for a **Household** search can be by person name, street address or **Household** name.

1. Enter the search criteria such as the person name in the search field.



The screenshot shows a search interface with three tabs: 'Index', 'Search', and 'Help'. Below the tabs, there is a section labeled 'Search for a:' with a dropdown menu set to 'Household'. A text input field contains 'mouse, m' and a 'Go' button is to its right. Below the input field is a link for 'Advanced Search >>'.

2. Click on the name of the **Household** and the data will appear in the right window. You will see all the members of the household in the left of the window and the information tabs will appear in the right window. Clicking on each tab will review the information for each area. Clicking on the name of each person in the household will reveal their personal information.



The screenshot shows the search results for a household named 'MOUSE'. On the left, a list of search results shows 'MOUSE (3 members)' with a list of names: '12345 PRETEND ST, SPARK', 'MOUSE, MICKEY', 'MOUSE, MICKEY #2509794', and 'MOUSE, MINNIE'. On the right, the 'MOUSE Household' details are shown. The phone number is '(775)000-0000'. There are four tabs: 'Household Info', 'Addresses', 'Members', and 'Fees'. The 'Household Info' tab is active, showing fields for 'Name' (MOUSE), 'Phone Number' ((775)000-0000 x), and 'Private' (checkbox). A 'Comments' field is also present. At the bottom, it says '- Modified by: SNELL, DEANNA 11/15/2013 09:38'.

Household Info contains the name of the household, as well as the household phone number. This is the number that will be called for attendance and Blackboard Connect phone calls.

Household Info

Addresses contains the addresses where the household has resided showing the start and end dates.

Addresses

Members shows a list of all the members of the household including their start and end dates. This is where you would mark a member as **Secondary** in a household.

Members

Make sure that you review all data before adding a new household. Search household by persons, addresses, etc. Review all data and make sure that persons are not in another household or that another household exists.

ASSEMBLING HOUSEHOLDS AND ADDRESSES

1. Search for household members by entering the names of the members in the Person Search area of the Wizard. **Be careful with the Gender selection since there are many person records in our database that do not have a Gender.**

A list of households with members that have a matching name will appear in the search results window. **Check to make sure that they are not already in an existing household.**

People that are not in **Households** will appear in the list at the bottom of the results field.

2. Click on a person in the search results to place them into the new household assembly area. If you make a mistake and need to remove the person, click on the X in the Edit and Existing Household field.
3. If needed, people may be removed from the assembly area by clicking on the “X” next to their name.
4. Repeat the steps until all the persons in your new household are in the assembly area.

3. Clear the person information from the search area
4. Enter the address information. Entering just the address number and apartment number if applicable, will insure that all addresses with that number combination appear in the search list. All addresses that already have a household attached will appear at the top of the list. You can choose an address from an already established household by clicking on the address under the name of the household.
5. Addresses that are not attached to a household will appear at the bottom of the search list under **Addresses not in Households**.
6. Click on the address in the list and it will move to the assembly area.

The screenshot shows the 'Census Wizard' interface. The title bar is 'Census Wizard'. Below it is a section titled 'Step 1 - Assemble New or Select Household'. The text below this title reads: 'This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for a household.' There are two bullet points: '• To Edit a household, simply click on the Household name in the search results.' and '• To Assemble a new household, select people and/or addresses in the search results.' Below this is a line of text: 'If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street you'. The interface is divided into two main sections. On the left is the 'Person Search' section with fields for Last Name (containing 'mouse'), First Name, Student Number, Birth Date, Gender (dropdown), Middle Name, Suffix (dropdown), Address Search (House/P.O. Number, Street Name (containing 'pretend'), Apt Number, City), and Household Search (Household Name, Home/Other Phone). At the bottom of this section are 'Search' and 'Clear Search Fields' buttons. On the right is the 'Assembling a New Household' section, which is a list box containing four items: 'New Household', '12345 PRETEND ST , SPARKS', 'MOUSE, MICKEY #2509794 [04/15/1999]', and 'MOUSE, MINNIE'. Below the list box are 'Continue - Step 2 »' and 'Clear Household' buttons. A vertical line with an arrow points from the top of the page down to the list box in the 'Assembling a New Household' section.

7. Click **Continue—Step 2** to complete household
- CLICK CLEAR HOUSEHOLD ONLY IF YOU NEED TO START OVER.**

EDITING MEMBERSHIP AND MAILING

1. Enter the **Household Name** in the field if it is blank.
2. Enter the **Household Phone Number**.

5. Enter a start date for the **Address** and check **Mailing** if this is the address that receives mail. **If there is a P. O. Box, make sure that both addresses are added in the assembly area. Mark the Street address as Secondary and the P. O. Box as mailing. The only time an address should be marked as Secondary is if there are two addresses attached to a household and one does not receive mail.**

Census Wizard - Edit Household Membership

Step 2: Editing Household Data
 Edit the attributes common to the household and edit details specific to each person and address.

Household

Household Name (Override) Household Phone Number () - x Private

Household Locations

Address	Start	End	Private	Secondary	Mailing
12345 PRETEND ST , RENO NV 89501	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
BROOKS, AMANDA MARIE	01/29/1983	F	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BROOKS, LOUISA MARIE	09/07/2005	F	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue - Step 3 »

6. If the student lives in two separate households, he must be marked as **Secondary** in one of the households. The Primary household is usually designated by the address that is in the zone of the attending school. Mark the student as **Secondary**, not the address.

Household Members

Name	Birthdate	Gender	Start	End	Private	Secondary
BROOKS, AMANDA MARIE	01/29/1983	F	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BROOKS, LOUISA MARIE	09/07/2005	F	10/14/2013	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save & Continue - Step 3 »

7. Click **Save & Continue—Step 3**.

DEFINING RELATIONSHIPS

1. Choose the description that best defines the relationship between the pair. Remember that the relationship selected should be defined from the perspective of the person at the top of the page.

Example: The selected person is Brooks, Amanda Marie. Amanda is the Mother of Louisa.

Census Wizard - Edit Relationships											
Step 3 - Edit Relationships of Household Members											
Edit the relationships between the family members.											
Relationships to BROOKS, AMANDA MARIE											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
BROOKS, LOUISA MARIE	09/07/2005	F	Mother	10/15/2013		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relationships to BROOKS, LOUISA MARIE											
Name	Birthdate	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
BROOKS, AMANDA MARIE	01/29/1983	F	Mother	10/15/2013		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save & Done"/>											

2. Check all appropriate boxes for Guardian, Mailing, Portal and Messenger for all parents and guardians.

Guardian: names the legal guardian of the child.

Mailing: the non-student will receive a copy of all mailings about the student, such as report cards, behavior or attendance letters, etc.

Portal: gives access to the student's information in the **Campus Portal**.

Messenger: Messenger is the e-mail component of Campus. A Messenger contact for a student is a person who can be designated to receive messages of a general or high priority nature.

3. Click **Save & Done**. The page will not change after you click **Save**.
4. Review the **Household** data. Make sure that guardians have the **Guardian and Portal and Mailing** check boxes checked or parents will not be able to see their students on the portal and will not receive mailings from the school.

The online registration process will create most of your households when the application has been posted. This process will be used for manual creation of households.

