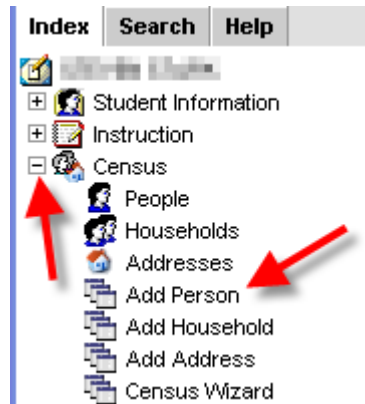


Add a Person (students and household members)

- In the Navigation Pane, Select **Index**
- Expand the **Census** section by clicking on the + in front of the word
- Click on **Add Person**



- Type in the student's last name
- Click on **Search**

Always perform this step to avoid entering duplicate people into Campus.

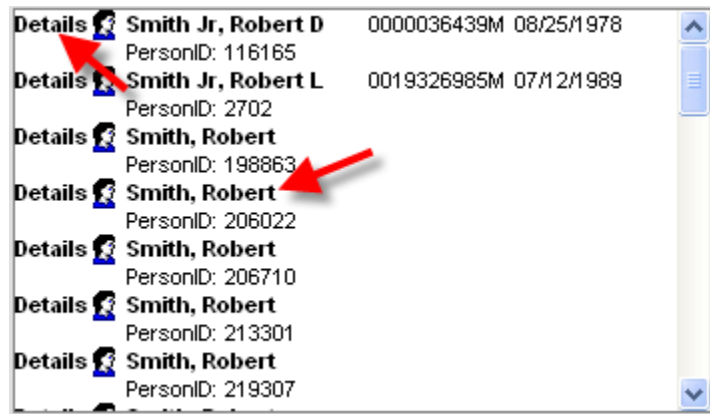
*Last Name	smith
First Name	
Middle Name	
Birth Date	<input type="text"/>
Gender	<input type="text"/>
<input type="button" value="Search"/>	

The search may return multiple matches, especially with common names. If there are too many to work with, type in the student's first name and click on **Search** again.

*Last Name	smith
First Name	robert
Middle Name	
Birth Date	<input type="text"/>
Gender	<input type="text"/>
<input type="button" value="Search"/>	

If the student's name is displayed, you will need to check to be sure it is the same person or some other person with the same name. Click on the **Details** button. The details on that person will be displayed in a pop-up window. Check student number, date of birth and so forth to insure you have a match.

If you find the correct student, you can select him/her by closing the pop-up window then clicking on the name. Verify the information on the screen and edit it as appropriate. If you edit the data, be sure to click on **Save** at the top of the field.



If the student is not in Infinite Campus, click on **Create New Person**.

Create New Person

Person Information

Enter all necessary student information on the screen. Fields in red and with an asterisk are required. Be sure to fill in as much information as you have.

A screenshot of the 'Person Information' form. The form contains the following fields:

- *Last Name**: Text box containing 'smith'
- *First Name**: Text box containing 'robert'
- Middle Name: Text box (empty)
- Suffix: Dropdown menu (empty)
- *Gender**: Dropdown menu (empty)
- Birth Date: Text box with a calendar icon (empty)
- Soc Sec Number: Three text boxes separated by dashes (empty)
- Race/Ethnicity: Dropdown menu (empty)
- Nickname: Text box (empty)
- Comments: Large text area (empty)

Person Identifiers

Below Personal Information is an additional area for entering Person Identifiers. Enter those fields for which you have valid information. If you have no student number for the student, check the box for Generate Number. A number will be generated for the student when you save the file.

Person Identifiers	
Student Number	<input type="text"/> <input type="checkbox"/> Generate Number
State ID	<input type="text"/>
Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	<input type="text"/>

Click on the **Save** button to add the person to Infinite Campus. You may need to scroll down to find the button.

Repeat the steps above to enter each of the members in the household.