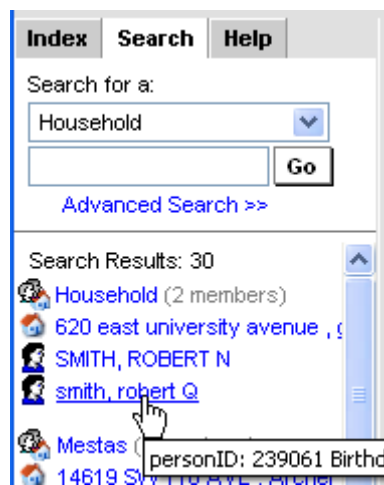




Add Additional Information for People

Once people have been initially entered with minimum information, it may be necessary to add additional information to complete the record. Begin by expanding the **Census** section on the Navigation Pane. Now click on the **Search** tab of the **Navigation Pane** and search for Households or people.

Click on the person's name.



The person's full Census screen will display with all tabs. The **Demographics** tab will be highlighted.

smith, robert Q
Gender: M

District Assignments | School Choice | Credentials | Overrides

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Save Delete Print

Person Information

PersonID: 239061

*Last Name: smith | *First Name: robert | Middle Name: QQQQQ | Suffix: [v]

*Gender: Male | Birth Date: []-[]-[] | Soc Sec Number: []-[]-[]-[]-[]-[]

Race/Ethnicity: [v] | Birth Country: [v]

Date Entered US: []-[]-[] | Birth Date Verification: [v]

Nickname: [] | Comments: [] | Upload Picture

Birth City: [] | Birth State: [] | MSX: [] | Student Alias Number: []

Person Identifiers

Student Number: [] | State ID: [] | Staff Number: [] | Staff State ID: [] | Person GUID: 74EB84B9-7B50-4EB1-8D42-374CD1702B5A

Personal Contact Information

Other Phone	Private	Work Phone	Private
() - x	<input type="checkbox"/>	() - x	<input type="checkbox"/>
Cell Phone		Pager	
() - x	<input type="checkbox"/>	() - x	<input type="checkbox"/>
Email	<input type="checkbox"/>		
Preferred Language			
en_US: US English			
Comments			

Fill in all appropriate information for the person. You may need to scroll down on the screen to see the **Personal Contact Information**.

Click on **Save** at the top of the field to save the information

