

# Add a New Individual

You can add a new individual to your organization's records. This creates a new family in your organization's records.

After you enter the information, Access ACS creates a change request. An administrator must approve the change request in ACS People Suite and upload records to Access ACS before the individual displays.

The **First Name** and **Last Name** fields and the **Record Type** drop-down list are required. In the **Date of Birth** field, you must enter the date in MM/DD/YYYY format (For example, 04/17/1983), or select a date from the calendar.

## To add a new individual

1. Point to **Directories**, then click **Locate Individual**.
2. On the Locate Record page, click **Add Family**.
3. Enter the individual's information.
4. Click **Submit**.

## Related Topics

- [View an Individual Profile](#)
- [E-mail an Individual](#)