

# **Campus Mobile Payments Cashier**

Last Modified on 06/27/2025 2:05 pm CDT

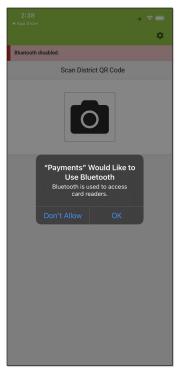
This article shows how to use the Campus Mobile Payments app to process credit/debit card payments on a device such as a tablet or smartphone.

If a card is chip-enabled, it *must* use the chip (insert or tap) first. Only after three failures to read the chip is the swipe enabled for that card. If a card does not have a chip installed, you can swipe it as expected.

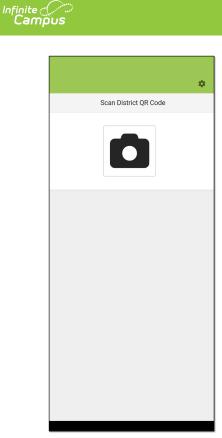
1. Launch the Campus Mobile Payments app on the device.



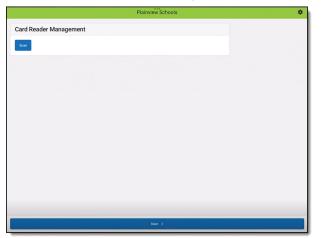
Depending on your device, you may be asked to access Bluetooth. Tap the OK button. You
will see the Scan District QR Code screen or the Event PIN Entry screen.



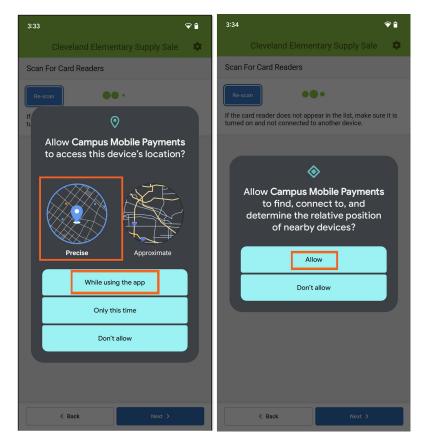
3. If you see "Scan District QR Code," contact the school's technical person to register the device.



4. Turn on the card reader and place it next to the device, and then tap **Scan**.



5. Depending on your device, you may see one or both messages below. Select the response(s) in the orange box(es).



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6. A list displaying one or more serial numbers for card readers appears. Compare the serial number on the back of the card reader with the list.

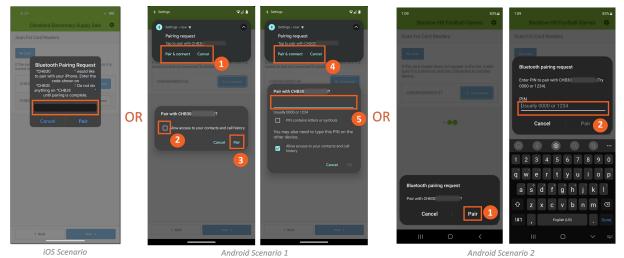
| Card Reader Management Rescan If the card reader does not appear in the list, make sure it is turned on and not connected to another device. |
|--|
|  |
| If the card reader does not appear in the list, make sure it is turned on and not connected to another device.                               |
|  |
| STRM26140021604  |
|  |
|  |
|  |
|  |
| Bluetooth: 513250 Stripe Reader M2<br>STRM2-01 A   |
| SN: STRM26140021604 CC X Designed in Ireland & USA Assembled in Thailand   |
|  |
|  |
| Next >   |
| stripe   |
| adite  |
| Serial Number and Passkey  |

**TIP:** The serial number and passkey may be hard to read. Place a label on the back of the card reader with the serial number and passkey printed on it.



 Tap the **Connect** button for the serial number that matches your card reader. Depending on your device, you may see scenarios similar to the ones below.

Enter the passkey located on the back of the card reader, and then tap the **Pair** or **OK** button.



8. When the green dots stop displaying and you see the **Connected** message next to the serial number, tap **Next**.



9. Depending on device settings, Campus Mobile Payments can be used at Events, or for in office payments.

| Infinite<br>Campus |  |
|--------------------|--|
| campos             |  |

| Plainview Schools | ۵ |  |
|-------------------|---|--|
| Device Mode       |   |  |
| Event             |   |  |
| In Office Payment |   |  |
|                   |   |  |
|                   |   |  |
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 When Events is selected, enter the cashier PIN (provided by your event coordinator) in the Event PIN Entry boxes and tap Next. Information about the event displays.

| 3:05 |       |          |        | í                        |   |
|------|-------|----------|--------|--------------------------|---|
|      | Plain | /iew So  | chools | 4                        | 2 |
|      | Eve   | nt PIN E | Entry  |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       |          |        |                          |   |
|      |       | Next     |        |                          |   |
| 1    | 2     |          | 3      |                          |   |
| 4    | 5     |          | 6      | <b>—</b>                 |   |
| 7    | 8     |          | 9      | $\langle \times \rangle$ |   |
|      | 0     |          |        | $\rightarrow$            |   |
|      |       |          |        |                          |   |

11. Verify this is the correct event and then tap the **Next** button. The **Scan for Card Readers** screen displays.



| 11:16 👽 🖉 🕯   |  |  |  |
|---|--|--|--|
| Cleveland Elementary  |  |  |  |
| Cleveland Elementary Supply Sale  |  |  |  |
| Description<br>Today the Cleveland students will be buying supplies for their<br>classes. |  |  |  |
| Event Duration<br>1/17/23, 10:00 AM - 1/17/23, 4:00 PM                                    |  |  |  |
| Categories<br>School Supplies   |  |  |  |
|   |  |  |  |
|   |  |  |  |
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|   |  |  |  |
|   |  |  |  |
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|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| < Back Next >   |  |  |  |

12. The categories (in the orange box) appear, and its products appear below. Tap the category you need. When you see the products, tap the one that has the purchasable items. After selecting the product, the items that can be purchased are displayed.

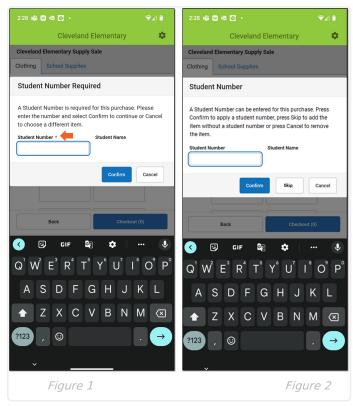


- 13. Select the item being purchased.
  - A student number may be required for this purchase, or it can be optional.
  - In Figure 1, the Student Number is required, as indicated with the red asterisk.



- In Figure 2, the Student Number is optional, and it can be omitted by tapping the Skip button.

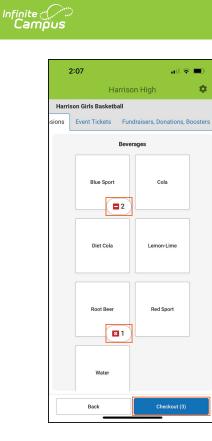
After entering the Student Number, tap Confirm.



#### Result

The item is added to the cart.

- 14. As items are being selected, a number next to it indicates the quantity being purchased.
  - Tap the item again to increase the quantity or tap the 🔀 to remove it.
  - Tap the red minus sign ( 🧮 ) to decrease the quantity.
  - The number on the **Checkout** button is the total number of all items purchased.



15. If the item selected has a custom price, enter an amount in the Price field and tap **Add to Cart**.

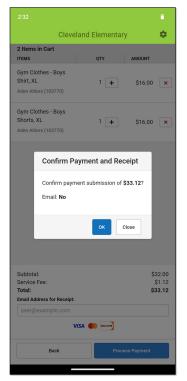


- 16. When you are ready to accept payment, tap **Checkout**. The items in the cart display.
- 17. Verify the items are correct.
  - a. The quantity can be increased or decreased.
  - b. An item can be removed.
  - c. The receipt can be emailed by providing an email address.



| 2:31   |         |         |               | 8                                   |
|--|---------|---------|---------------|-------------------------------------|
| Cleve  | eland I | Element | ary           | •                                   |
| 2 Items in Cart<br>ITEMS                                 |         | QTY     | AMOUNT        |                                     |
| Gym Clothes - Boys<br>Shirt, XL<br>Aden Ahlers (103770)  | -       | 2 +     | a \$32.0      | 0 🗙                                 |
| Gym Clothes - Boys<br>Shorts, XL<br>Aden Ahlers (103770) |         | 1 +     | \$16.0        | • 💌                                 |
|  |         |         |               | -                                   |
|  |         |         |               |                                     |
|  |         |         |               |                                     |
|  |         |         |               |                                     |
| Subtotal:<br>Service Fee:<br><b>Total:</b>               |         |         |               | \$48.00<br>\$1.68<br><b>\$49.68</b> |
| Email Address for Receipt:                               |         |         |               |                                     |
|  | VISA 【  | DECOVER |               |                                     |
| Back   |         | Pre     | ocess Payment |                                     |
| ·  |         |         |               |                                     |

- 18. If everything looks correct, choose **Process Payment** or **Manual Credit Card Entry**. The Confirm Payment and Receipt (Process Payment) or the Credit/Bank Card Processing (Manual Credit Card Entry) screen displays.
- 19. If **Manual Credit Card Entry** was chosen, enter all of the required credit card information, then tap **Submit Payment**
- 20. Tap the **OK** button to continue. The **Insert, Tap, or Swipe Card** message displays.



21. Insert, tap, or swipe the credit/debit card in the card reader. The Payment Successful screen displays.

**Note:** Insert or tap must be used if the card is chip-enabled.



| Harrison High  |                 |                          |  |
|--|-----------------|--------------------------|--|
| 1 Item in Car<br>ITEMS   | t<br>QTY        | AMOUNT                   |  |
| Musical<br>Shows -<br>Season<br>Musical<br>Pass - All<br>Dates &<br>Times -<br>General | 1 +             | \$50.00 ×                |  |
| Insert, Ta   | p, or Swipe Ca  | ard ×                    |  |
| Accepted Pa  | ayment Methods: |                          |  |
|  |                 | Cancel                   |  |
| Service Fee:<br>Total:<br>Email Address  | for Receipt:    | \$2.00<br><b>\$52.00</b> |  |
| user@exam  |                 |                          |  |
|  | VISA 🌒 DECEMB   |                          |  |
| Bac  | k Prot          | cess Payment 🔻           |  |

22. Tap the **Next Customer** button to start a new transaction.

| Cleveland  | Elementary | •                            |
|--|------------|------------------------------|
| Payment Successful.                                      |            |                              |
| Payment Reference Number:<br>t1_txn_63c70750756170900fe  | eob0       |                              |
| ITEMS  | QTY        | AMOUNT                       |
| Gym Clothes - Boys Shirt,<br>XL<br>Aden Ahlers (103770)  | 1          | \$16.00                      |
| Gym Clothes - Boys Shorts,<br>XL<br>Aden Ahlers (103770) | 1          | \$16.00                      |
| Subtotal:<br>Service Fee:<br>Total:                      |            | \$32.00<br>\$1.12<br>\$33.12 |
| Next C   | ustomer    |                              |
|  |            |                              |

23. Continue to process transactions. When the event is over, tap the Gear icon and choose **Logout**.



|                | Cleveland Elementary | \$    |
|----------------|----------------------|-------|
| Device Details |                      | <br>] |
| About          |                      | 1     |
| Event Informat | tion                 | 1     |
| Card Reader M  | lanagement           | 1     |
| Logout         |                      | 1     |
|                |                      |       |
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|                |                      |       |
|                |                      |       |
|                |                      |       |
|                |                      |       |
|                |                      |       |
|                | Checkout (0)         |       |
|                |                      |       |

You will be returned to the Event PIN Entry screen.



# **The Gear Icon**

The menu for the Gear icon changes depending on where you are within the app. Below are the descriptions for all of the menu options.



|                   | Cleveland Elementary | \$    |
|-------------------|----------------------|-------|
| Device Details    |                      | <br>1 |
| About             |                      | -     |
| Event Information | on                   |       |
| Card Reader Ma    | anagement            | 1     |
| Logout            |                      | 1     |
|                   |                      |       |
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|                   |                      |       |
|                   |                      |       |
|                   |                      |       |
|                   | Checkout (0)         | 1     |
|                   |                      |       |

#### **Device Details**

**Device Details** gives the app version and the name of the device being used. The name is the one given in the Device Management tool.

| 10:37   | • |
|---|---|
| Cleveland Elementary  | • |
| Device Details  |   |
| District Device Name<br>Arthur Library Pixel 6<br>App Version<br>0.22.0 |   |

## About

The **About** screen displays the rights and trademarks for the Campus Mobile Payments app.



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## **Event Information**

Choose **Event Information** to get the details about the event taking place.



## **Card Reader Management**

Choose **Card Reader Management** to see which devices are being used at this event. The card reader you are using should say Connected.

| 10:39                 | <u>^</u>  |
|-----------------------|-----------|
| Cleveland Elem        | entary 🌼  |
| Scan For Card Readers |           |
| Scan                  |           |
| СНВ                   | Connected |
| СНВ                   | Connect   |

## Logout

When an event is over, choose **Logout** to get logged out of Campus Mobile Payments. You will be returned to the Event PIN Entry screen.

