

User Account Type Wizard

Last Modified on 02/17/2026 11:45 am CST

Tool Search: User Account Type Wizard

The Account Type Wizard allows you to convert existing Campus user accounts from local Campus login authentication to SAML SSO or LDAP authentication. You can search for and convert a specific user account(s) or a large group of accounts using an ad hoc filter.

You may also use this tool to convert Campus accounts from SAML SSO or LDAP authentication to local Campus authentication.

Prerequisites

- **If Using SAML SSO:** SAML SSO must be enabled and configured correctly via the [SSO Service Provider Configuration](#) tool.
- **If Using LDAP Authentication:** LDAP authentication must be enabled via the [LDAP Authentication](#) tool.

Only users assigned a [Product Security Role](#) of **Student Information System (SIS)** are allowed to use this tool.

Step 1. Search for User Accounts

The first step in configuring Campus accounts is to search for and identify which accounts will be converted. Accounts can be identified by generating a list based on an Ad hoc Filter or by searching for accounts using Username, Last Name, First Name, their homepage, or their account type information.

In the example below (Image 2), the user identified the user accounts by selecting an existing **Adhoc Filter**, selecting the **User Account Type** of LDAP, and clicking the **Search Users & Add to Search Results** button.

The identified accounts (Christopher, Kelly, etc) are then placed in the **Search Results** window where they can be individually selected and added to the list of people who will have their authentication converted.

User Account Type Wizard

This batch tool will update a subset of User Accounts using an Ad Hoc selection. Please note that User Accounts uploaded via the Batch Import tool will create a unique Ad Hoc query automatically by date and time and can be easily utilized and/or modified for use in this tool.

Note: Product Security Roles are exempt from a SSO configuration. If a user has a Product Security Role, that user will need to create an additional non-Product Security Role user account for SSO use.

Username
 Last Name
 First Name
 Adhoc Filter :Test Filter ▼
 Student Number Filter ▼
 User Homepage ▼
 User Account Type LDAP: 10. .20.25 (converted) ▼

Search Users & Add to the Search Results

Search Results (Person: 501 Users: 502)
 , Christopher S35
 , Kelly S37
 , Lionel S35
 , Karla S36
 , Ryan S35
 , Isaac S36

Selected Users (Person:0 Users:0)
 <--Move All Remove Reset

Set Account Authentication Type To ▼
Convert User Accounts Authentication Type

Image 2: Identifying Accounts via Adhoc Filter

Step 2. Determine Which Users to Convert

Once user account search results have been generated and user accounts are identified, you must add the appropriate accounts to the Selected Users window. These users will have their authentication converted to the value selected in the **Set Account Authentication Type To** field.

Select the user account from the Search Result window and click the right arrow button (→). The user name and account will move from the **Search Results** window to the **Selected Users** window (see Image 3).

To remove a user account from the Selected User window, select the user account name and press the left arrow button (←). The user name and account will move from the **Selected Users** window to the **Search Results** window.

If multiple results are returned in the Search Results window and you want to convert all of the

results, click on the **Select All** → button to move all of the results to the Selected Users window. To remove all users from the Selected Results window and back to the Search Results window, click the ← **Move All** button.

Image 3: Selecting Users for Conversion

Step 3. Determine the Authentication Method

Once all accounts have been identified and properly added to the Selected Users window, a **Set Account Authentication Type To** value (Image 4) must be selected. See the table below for more information about field values.

Image 4: Authentication Type Field

Allow Only Local Campus Authentication

Selecting this option means all identified user accounts will use their local Campus District ID and password to log into Campus. The account password is also managed within Campus and can be reset via the **Reset Password** button in the [User Account](#) tab.

The [User Account](#) tab will allow Administrators with proper tool rights to initiate a password reset via the Reset Password button, and the **Authentication Type** field will show a value of 'Allow Only Local Campus Authentication' (see image below).

Account users will log into Campus by entering their local Campus ID and password (select image below).

User Account Detail testUser

User Account Information

User Credentials

Homepage: Campus Tools

Authentication Type: Local Campus Authentication ...

Local Campus Authentication Only

LDAP: Test LDAP

LDAP: mgtest

Username *: testUser

Force Password Change:

Account Expiration Date: month/day/year

Disable Account:

Student Information System

Single Sign-On (SSO)

or

Username (Required): Doe.John.123456789

Password (Required):

Log In

Show Help

Version: Campus-31.4.4 | intA
© 2003-2024 Infinite Campus, Inc.
www.infinitecampus.com

Allow Only SAML Authentication

Selecting this option means all identified user accounts will use their SSO username and password to log into Campus. This also means account passwords are managed outside of Infinite Campus, and your network administrator must make any modifications to credentials.

Locked user accounts with a Local Authentication type are not converted to SAML during the conversion process but remain with a Local Campus Authentication type.

The [User Account](#) tool will not allow users to initiate a password reset (all password credentials are managed by the network administrator outside of Infinite Campus) and the **Authentication Type** field will show a value of 'SAML: Single Sign-On (SSO)'.

Account users will log into Campus by clicking the **Single Sign On** button and entering their SSO username and password (select image below).

The name of this button is entered and managed in the [SSO Service Provider Configuration](#) tool.

Allow Only LDAP Authentication

Selecting this option means all identified user accounts will use their LDAP username and password to log into Campus. This also means account passwords are managed outside of Infinite Campus and your network administrator must make any modifications that need to be made to credentials.

Locked user accounts with a Local Authentication type are not converted to LDAP during the conversion process but remain with a Local Campus Authentication type.

The [User Account](#) tool will not allow users to initiate a password reset (all password credentials are managed by the network administrator outside of Campus) and the **Authentication Type** field will show a value of 'LDAP Authentication' (or whatever your LDAP instance was named when setup).

If your environment has more than one LDAP instance configured, you will also need to select the **LDAP Configuration**. This is the LDAP server to which the user's account is tied.

Account users will log into Campus by entering their LDAP credentials into the local username and password fields. (select image below).

Step 4. Convert User Accounts

Once user accounts have been added to the Selected Users window and a **Set Account Authentication Type To** value has been set, convert the accounts by selecting the **Convert User Accounts Authentication Type** button (see Image 5).

A pop-up message will appear, indicating how many user accounts were successfully converted.

The User Account Type Wizard can convert up to 9000 accounts per time it is run. If you need to convert more than 9000 accounts, run the tool multiple times until all accounts are converted (assuming you allow for conversion to complete between each tool run).

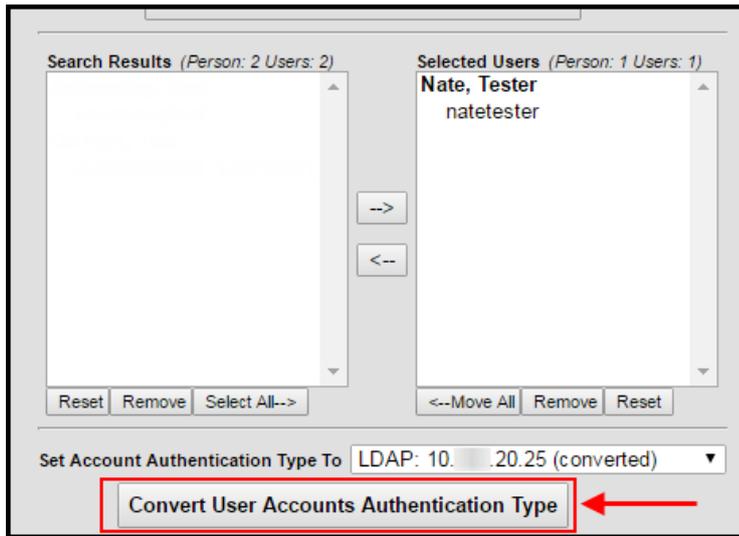


Image 5: Convert User Accounts

Converting User Accounts Back to Campus Authentication Accounts

Converting user accounts back to a Campus-authenticated account will require using the User Account Batch and Import Wizards to reset passwords to use local Campus account passwords. When local Campus accounts are converted to third-party authentication or uploaded as third-party authentication records, the password will either be forgotten or non-existent since user accounts can be uploaded without a password. Because of this, when a selection of SSO or LDAP user accounts are converted to Campus accounts, an Ad Hoc filter with the list of person IDs will be created by default so the User Account Batch Management workflow can be utilized to reset the passwords.

The workflows can be found here:

- [Account Letter Designer](#)
- [Account Letter Builder](#)
- [User Account Messenger](#)

The Ad Hoc filter will have a naming convention of "UATW_PersonList_" plus the date and time of the creation of the ad hoc (YYYY-MM-DD-HH-MM-SS).

Generating a List of LDAP Enabled Students/Staff

Tool Search: Filter Designer

You can filter and report which students and staff members have LDAP enabled (or disabled) by using the Filter Designer and selecting the usage.IdapAccount field.

For detailed steps of this process, see the Generating a List of LDAP Enabled Students/Staff section of the [LDAP Authentication](#) article.

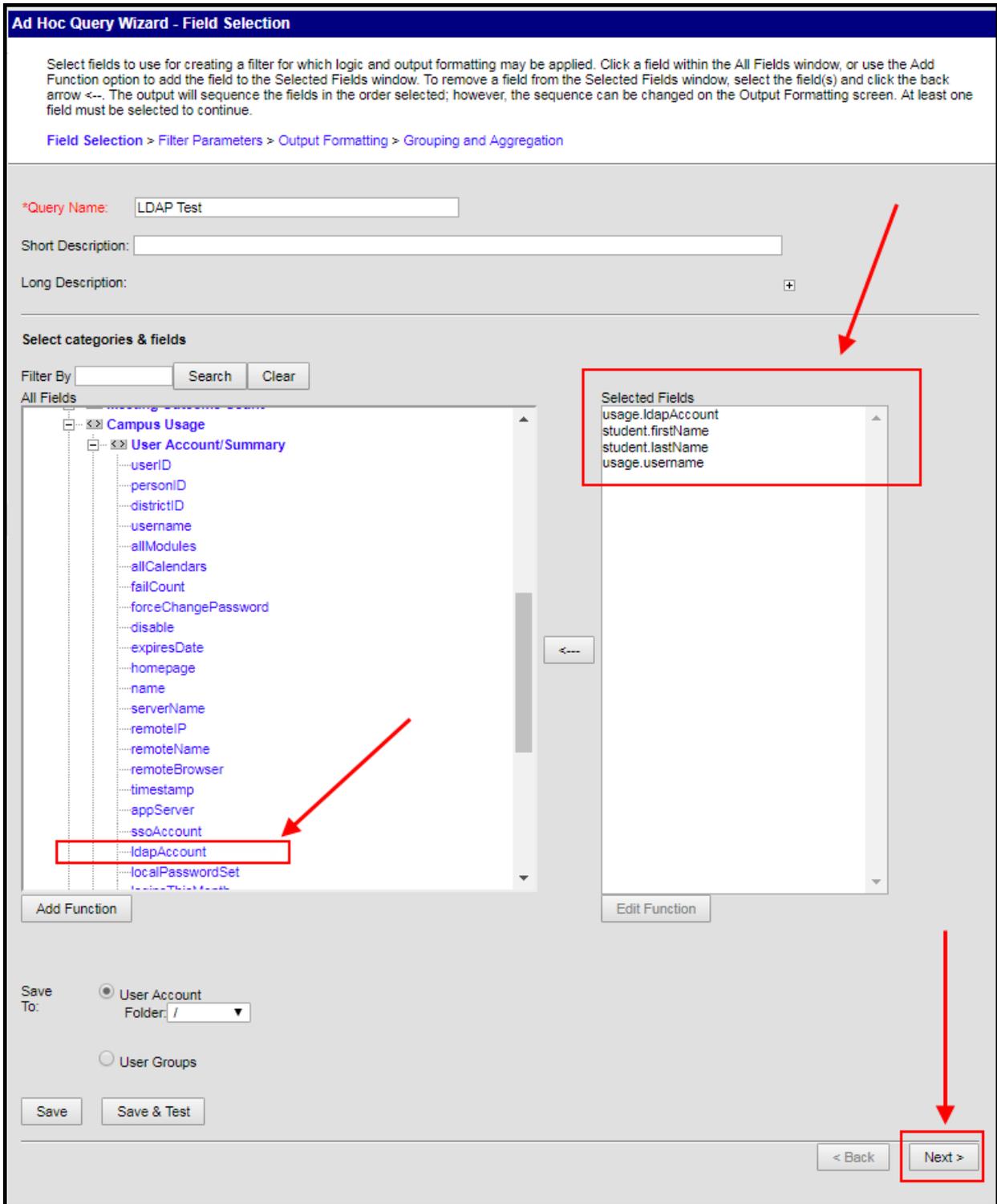


Image 6: LDAP Enabled Filter

Generating a List of Single Sign On (SSO) Enabled Students/Staff

Tool Search: Filter Designer

You can filter and report which students and staff members have SSO enabled (or disabled) by using the Filter Designer and selecting the usage.ssoAccount field.

Ad Hoc Query Wizard - Field Selection

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function option to add the field to the Selected Fields window. To remove a field from the Selected Fields window, select the field(s) and click the back arrow <--. The output will sequence the fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

[Field Selection](#) > [Filter Parameters](#) > [Output Formatting](#) > [Grouping and Aggregation](#)

*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By

All Fields

- [-] [-] [-] Campus Usage
 - [-] [-] [-] User Account/ Summary
 - userID
 - personID
 - districtID
 - username
 - allModules
 - allCalendars
 - failCount
 - forceChangePassword
 - disable
 - expiresDate
 - homepage
 - name
 - serverName
 - remoteIP
 - remoteName
 - remoteBrowser
 - LDAPDN
 - LDAPGUID
 - ssoAccount
 - ldapAccount
 - [-] [-] [-] Account Management
 - [-] [-] [-] Online Payments

Selected Fields

- individual.firstName
- individual.lastName
- usage.username
- usage.ssoAccount

Save To: User Account
Folder: / ▼

User Groups

Image 7: Creating an SSO Account Filter

Once you have selected the usage.ssoAccount field, Campus recommends adding additional fields to the filter, preferably identifiers such as first name, last name, username, etc to help in identifying and differentiating between filter results. Below are a few examples:

- student.firstName
- student.lastName
- usage.username

Click the **Next** button. You be redirected to the Filter Parameters editor (Image 8). To generate a list of users with SSO accounts, give the usage.ssoAccount the following values:

- An **Operator** of =
- A **Value** of 1 (see image below).

Ad Hoc Query Wizard - Filter Parameters

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if a field is not being output. Click the Add Field button to apply additional logic criteria to a single field already assigned an Operator. Additionally, use a Logical Expression (optional) to set conditions for the operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Expression, include all fields that have Operators or the Operator for the missing field will not apply.

Field Selection > **Filter Parameters** > Output Formatting > Grouping and Aggregation

*Query Name:

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	individual.firstName		
2	individual.lastName		
3	usage.username		
4	usage.ssoAccount	=	1

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
 Allowed symbols: AND OR NOT () IDs
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: User Account
 Folder: /

User Groups

Save

< Back Next >

Image 8: Entering Filter Parameters

Once you have entered in the proper filter parameters, select the **Save & Test** button. A report will be generated in a separate window, displaying users who are SSO authenticated (Image 9).

SSO Accounts Total Records: 5			
All Records			
individual.firstName	individual.lastName	usage.username	usage.ssoAccount
System	Administrator	devadmin-01	1
System	Administrator	teststudent	1
Alex	Ron	ron	1
Core	Tester	Testersaml(1)	1
Core	Tester	testersaml(2)	1
All Records			

Image 9: Example of an SSO Account Report