

Create and Manage Application Security Users

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Security Manager

The Security Manager tool is used to manage and create Application Security User Accounts. Application Security User accounts are only required if your district uses Human Resources, Payroll, or Finance.

The main purpose for Application Security user is to [create Application Security user accounts for other users](#) and assign [Product Security Role Assignments](#). However, users with an Application Security User Account may complete the following additional tasks:

- [Disable or delete Application Security accounts.](#)
- [View the Audit Log.](#)
- [Create persons](#) (staff members, students and parents/guardians) in Campus.
- Set [System Preferences](#).
- Complete various User Security tasks like creating general Campus [users](#) and run the [Client Statistics](#) report. Although Application Security users may create general Campus users, Application Security users may not assign [User Tool Rights](#) or [User Group Tool Rights](#).

See the [Multi-Product or Premium Product Environment \(Security Administration\)](#) article for more information.

Non-application security users are limited to merely viewing the App Security user account(s) in User search results. No other actions can be performed.

Application Security User Accounts cannot be bound to a local Active Directory via LDAP because usernames must be unique per person and the primary account for the person tied to the Application Security User Account should be the LDAP enabled account.

Security Manager ☆

User Management > Settings > Security Manager

Save New

Application Security User Accounts			
Username	Name	Last Login	Enabled
appSecurity	System Administrator	04/02/2024 02:08 PM	X

Application Security User Account Editor

Username	Expires Date
appSecurity	
<input type="checkbox"/> Force Password Change	<input type="checkbox"/> Disabled

Example Application Security User Account

Creating an Application Security User Account

1. Click the **New** button. The Person Search window displays.

Security Manager ☆

New

Application Security User Accounts			
Username	Name	Last Login	Enabled
appSecurity	System Administrator	04/02/2024 02:38 PM	X

Person Search

Person Search

Search for a person already tracked in Campus using the fields provided, required fields are in red. Select a person from the list or click on Create New Person.

*Last Name

First Name

Middle Name

Birth Date

Gender

Search

Create New Person

2. Enter search criteria for the person, click **Search**, and select the person from the search results. The Create New Application Security User Account area displays.

Create New Application Security User Account

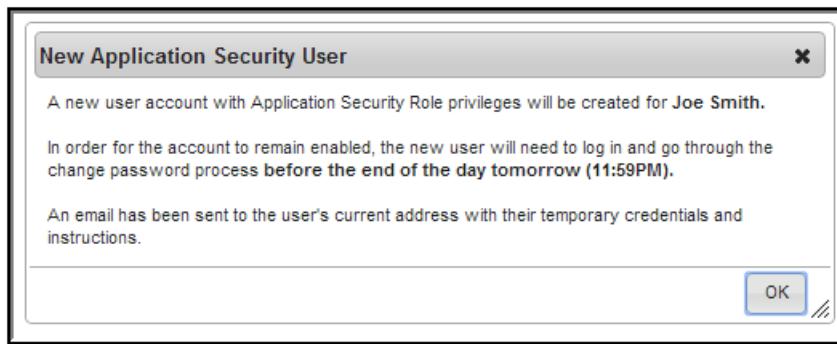
Selected Person

Joe Smith

*Username

3. Enter a unique **Username** and click **Check User**. A confirmation message displays. If the username is already in use, an error message displays and you may try a different name.

4. Click **OK**. The following confirmation message displays. For Campus to email the user's temporary credentials, [Email Preferences](#) must be set up.



5. Click **OK**. The new Application Security User account displays. The user must log in and change their password by the end of the next day.

The screenshot shows a list of Application Security User Accounts and an open account editor for a specific user. The list includes:

Username	Name	Last Login	Enable
testperson	Joe Smith	04/11/2013 04:26 PM	X
appSecurity2	James	04/11/2013 04:26 PM	X
appSecurity	JEANNE	04/14/2014 01:36 PM	X

The account editor for "testperson" shows the following details:

Username	Expires Date
testperson	04/16/2014

Checkboxes for "Force Password Change" and "Disabled" are present, with "Force Password Change" being checked.

Disabling or Deleting Application Security Accounts

Mark the **Disabled** checkbox to temporarily remove the user's ability to log in as an Application Security user.

Security Manager ☆

Save New

Application Security User Accounts			
Username	Name	Last Login	Enabled
appSecurity	System Administrator	04/02/2024 02:38 PM	X

Application Security User Account Editor

Username	Expires Date
appSecurity	

Force Password Change Disabled



Disabled Application Security User Account

Click the **Delete** button to remove the user's Application Security User Account permanently.

Save Delete New

Application Security User Accounts			
Username	Name	Last Login	Enabled
testperson	Joe Smith		X
appSecurity2	James	04/11/2013 04:26 PM	X
appSecurity	JEANNE	04/14/2014 01:36 PM	X

Delete Application Security User Account