

# Add Account (POS)

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[Create POS Accounts for a Person](#) | [Create POS Accounts for a Household](#)

This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

Tool Search: Add Account

The Add Account wizard allows districts to add POS accounts for new students and families moving to the district. Accounts can be added by household or by person. The household or person must already exist in Campus before a POS account can be added for them.

## What can I do?

[Create POS Accounts for a Person](#)

[Create POS Accounts for a Household](#)

Users wanting to create person and family POS accounts en masse should use the [Mass Account Creation Wizard](#).

Add Account ☆

Food Service > Wizards > Add Account

Person/Household Search

Person/Household Search

Search for a person or household already tracked in Campus. After searching, select a person or household from the list or click on Create New Account.

Search

By

☐ Household
 ☒ Person

\*Last Name

First Name

Middle Name

Birth Date

Gender

Add Account

## Create POS Accounts for a Person

Before an account can be created for a person, a search must be done to assist in locating the correct person as well as ensuring the person exists within Campus.

Add Account ☆
Food Service > Wizards > Add Account

### Person/Household Search

Person/Household Search

Search for a person or household already tracked in Campus. After searching, select a person or household from the list or click on Create New Account.

Search  
By  
☐ Household ☒ Person  
\*Last Name Alborough  
First Name  
Middle Name  
Birth Date  
Gender  
Search

Details	Alborough, Callum	PersonID: 3826	M
Details	Alborough, Ciro	103824 PersonID: 3824	M 03/08/2003
Details	Alborough, Dallas	109301 PersonID: 49505	M 01/01/2005
Details	Alborough, Greg	103823 PersonID: 3823	M 03/09/2000
Details	Alborough, Harley	103825 PersonID: 3825	M 09/12/2002
Details	Alborough, Pauline	PersonID: 3822	F 12/31/1973

Save

Searching for a Person

To search and begin creating an account for a person:

1. Select the **Person** radio button.
2. Enter at least the **Last Name** of the person. Additional search criteria may be entered within the available search fields.
3. Select the **Search** button. People matching search criteria will appear in a window on the right.
4. Select the person being assigned a new account.

### Result

The Account Creation screen displays.

Add Account ☆
Food Service > Wizards > Add Account

### Account Creation

Account Creation

Select all individuals to create accounts and account type. This will create each new individual or family account.

People
☒ Alborough, Callum

Save

5. Mark the checkbox next to person's name and select the **Save** button.

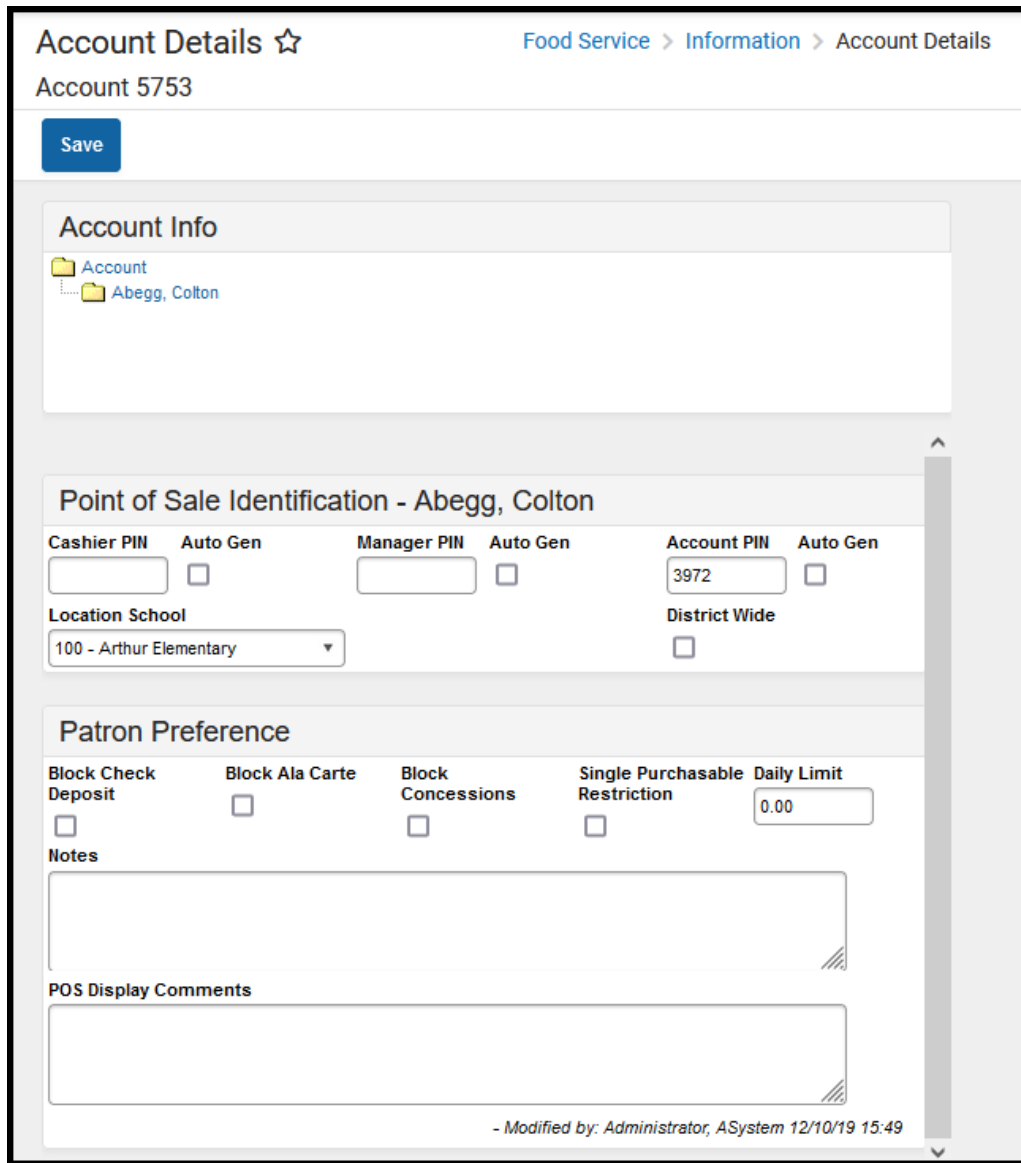
### Result

If an account already exists for the person, the following error displays: *Unable to create accounts, because one or more of the selected individual already has a valid account.*

Otherwise, if an account did not already exist, the Account Details tool displays. A new account has been created for the person and additional account information can be entered by

selecting the Account and name of the user within the Account info window. See the [Account Details](#) article for more information about using the Account Details tool.

An Account PIN must be established before a patron can use a Point of Sale terminal.



## Create POS Accounts for a Household

If your district uses Household Food Service accounts and Online Payments, only set up one [Food Service Fund account](#). This allows Campus to identify the correct Fund Account when there are multiple enrollments associated with an account.

Before family or individual accounts can be created for a household, a search must be done to locate the household and ensure the household exists within Campus.

## Add Account ☆

Food Service > Wizards > Add Account

Person/Household Search

Person/Household Search

Search for a person or household already tracked in Campus. After searching, select a person or household from the list or click on Create New Account.

Search By ☒ Household ☐ Person

Last Name

First Name

Student #

Birth Date

Number

Street

Apt #

Household Name

Phone

Household	Household Address
Household	4425 Washington St NE Blaine
Jones, Andrew J	782 66th Avenue N Blaine
Household	1674 68th Ave NE Blaine
Jones, Steven A	
Household	
Jones, Zakhia A	
Fletcher, De'Ja S	
Whittler, Kariona S	
Household	549 Ely St NE Blaine
Jones, Terry L	
Jones, DeAndre R	
Household	5688 Arthur St NE Blaine

Searching for a Household

1. Select the **Household** radio button.
2. Enter search criteria in at least one available search field.
3. Select the **Search** button. Search results will appear in a window on the right.
4. Select the household to create a household account. You will be directed to a new editor.

Account Creation

Account Creation

Select all individuals to create accounts and account type. This will create each new individual or family account.

**People**

☒ Whittler, Kariona S

☒ Fletcher, De'Ja Sharion

☒ Jones, Zakhia Akasha (09/01/2007)

☒ Family ☐ Individual

Terminal Manager

If individual accounts should be created for each selected person:

1. Check the checkbox next to each person that should have an account created.
2. Select the **Individual** radio button.

3. Select the **Save** icon.

If a Family account should be created for the household:

1. Check the checkbox next to each person who should be tied to the household account.
2. Select the **Family** radio button.
3. Select the **Save** icon.

You will be directed to the Account Details tool.

Account Details ☆

Food Service > Information > Account Details

Account 5967

Save

Add Patron

Account Info

Account

Fletcher, De'Ja Sharion

Jones, ZaKhia Akasha

Whittler, Kariona S

Account Detail

Number	Active	Reminder Enable	Reminder
5967	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00

New Family Account

A new account has been created for each person (or a Family Account has been created) and additional account information can be entered by selecting the Account and name of the user within the Account info window. See the [Account Details](#) article for more information about using the Account Details tool.