

# Add Account (POS)

Last Modified on 04/24/2026 3:47 pm CDT

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

First Name

Middle Name

Birth Date

Gender

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

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

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.

**Account Details** ☆ Food Service > Information > Account Details

Account 5753

**Account Info**

- Account
  - Abegg, Colton

**Point of Sale Identification - Abegg, Colton**

Cashier PIN	<input type="checkbox"/> Auto Gen	Manager PIN	<input type="checkbox"/> Auto Gen	Account PIN	<input type="checkbox"/> Auto Gen
<input type="text"/>		<input type="text"/>		<input type="text" value="3972"/>	

Location School:  District Wide:

**Patron Preference**

Block Check Deposit	Block Ala Carte	Block Concessions	Single Purchasable Restriction	Daily Limit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>

Notes:

POS Display Comments:

- Modified by: Administrator, ASystem 12/10/19 15:49

## 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
<b>Household</b>	4425 Washington St NE Blaine
Jones, Andrew J	782 66th Avenue N Blaine
<b>Household</b>	1674 68th Ave NE Blaine
Jones, Steven A	
Jones, ZaKhia A	
Fletcher, De'Ja S	
Whittler, Kariona S	
<b>Household</b>	549 Ely St NE Blaine
Jones, Terry L	
Jones, DeAndre R	
...	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:

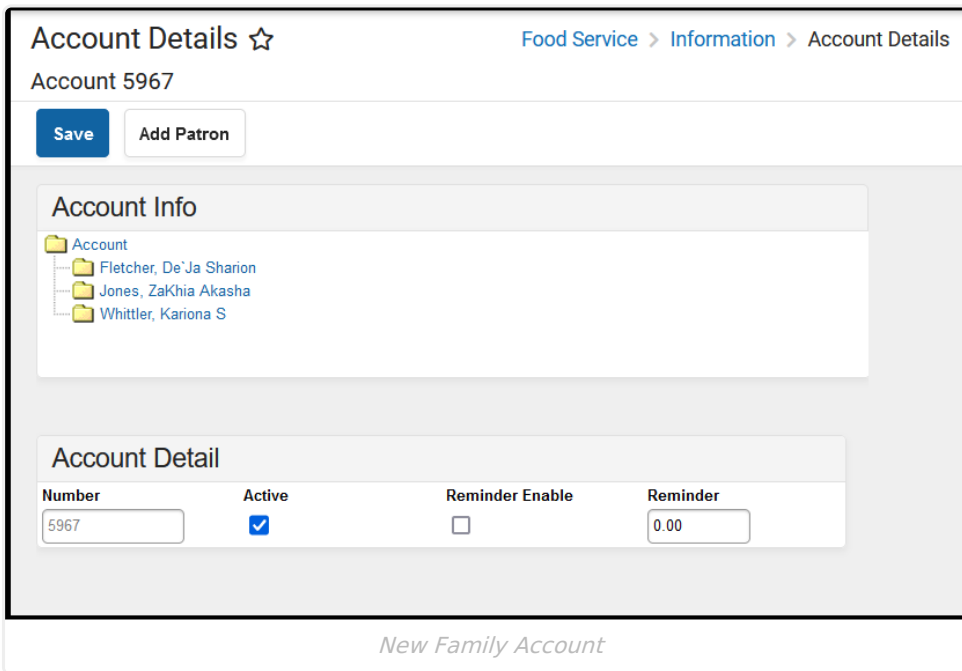
1. Check the checkbox next to each person that should have an account created.
2. Select the **Individual** radio button.

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.



The screenshot shows the 'Account Details' interface for 'Account 5967'. At the top, there are navigation links for 'Food Service', 'Information', and 'Account Details'. Below the account name, there are two buttons: 'Save' and 'Add Patron'. The main content area is divided into two sections: 'Account Info' and 'Account Detail'. The 'Account Info' section shows a tree view with 'Account' as the root, containing three sub-items: 'Fletcher, De'Ja Sharion', 'Jones, ZaKhia Akasha', and 'Whittler, Kariona S'. The 'Account Detail' section contains a table with the following data:

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

At the bottom of the interface, there is a status message: '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.