Add Account (POS)

Last Modified on 07/02/2026 8:52 am CDT

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

Tool Search: Add Account

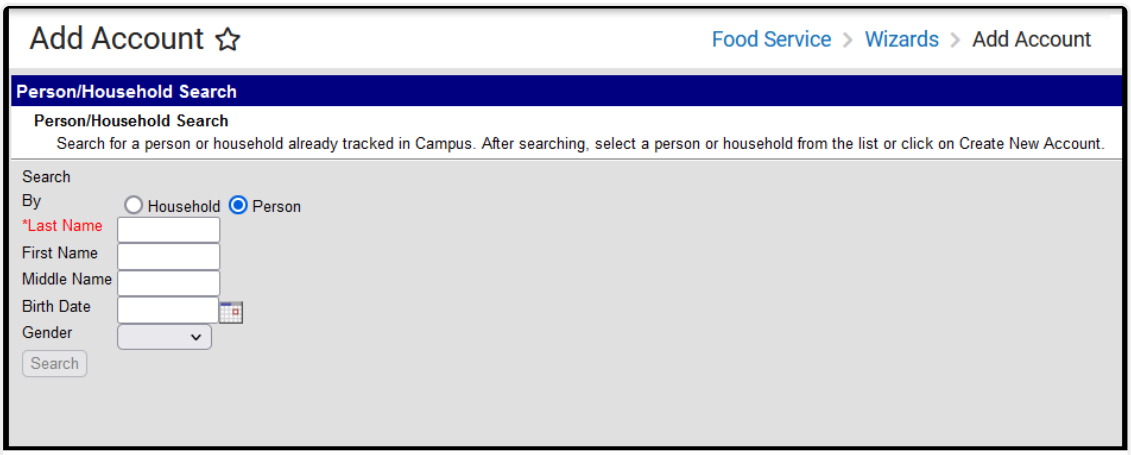
The Add Account wizard allows districts to add POS accounts for new students and families moving to the district. Accounts can be added by household or by person. The household or person must already exist in Campus before a POS account can be added for them.

See the Add Account Wizard Tool Rights article to learn about rights needed to use this tool.

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.

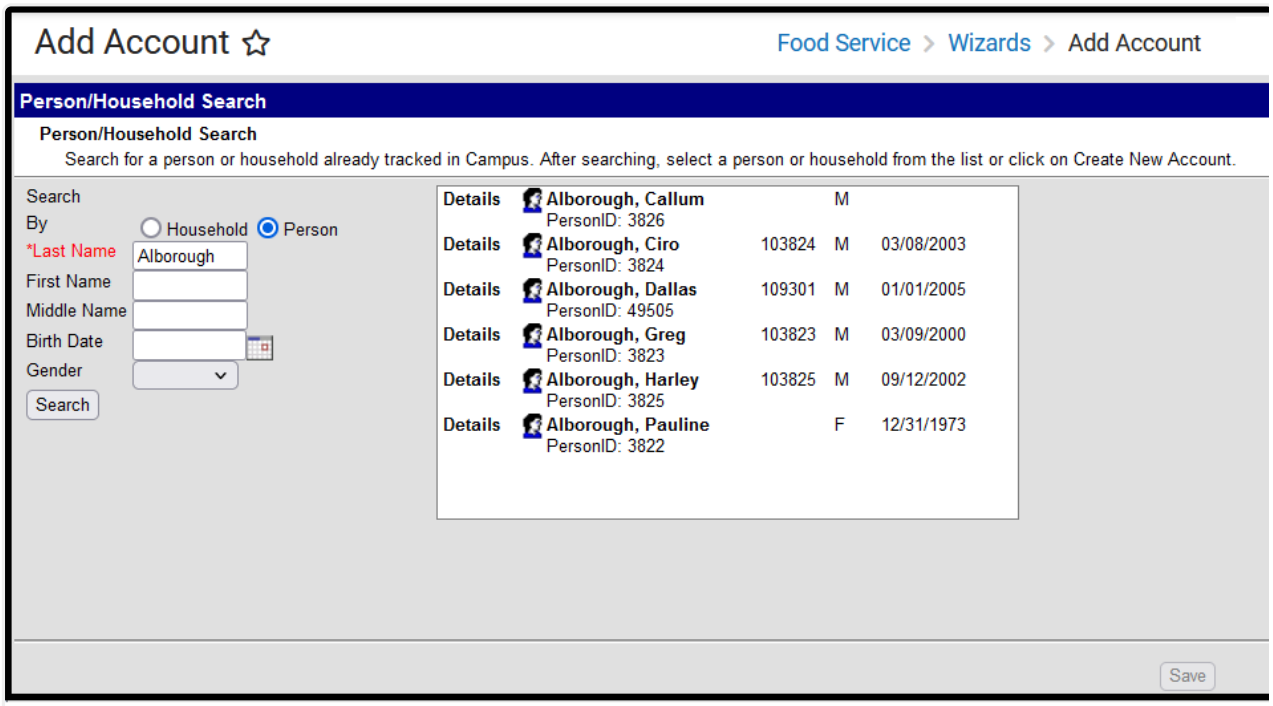


Add Account

See the Add Account Wizard Tool Rights article for information about rights needed to use this tool.

Create POS Accounts for a Person

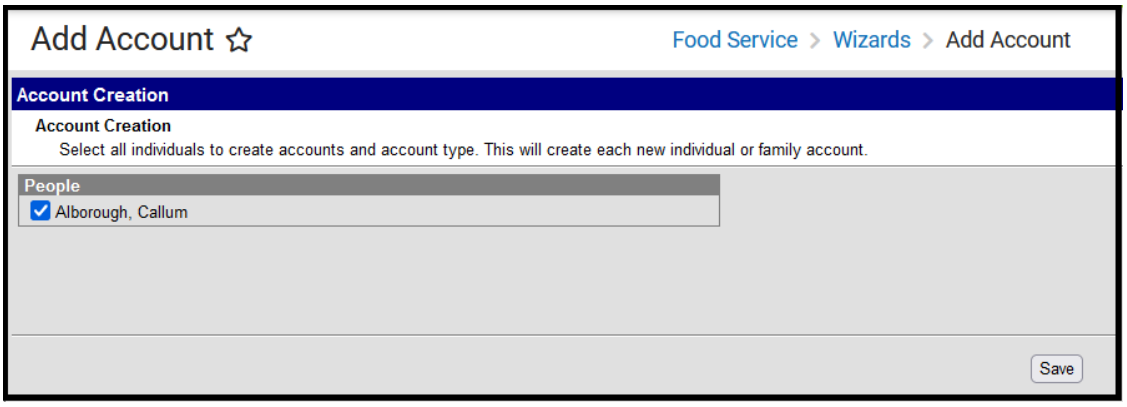
Before an account can be created for a person, a search must be done to assist in locating the correct person as well as ensuring the person exists within Campus.



Searching for a Person

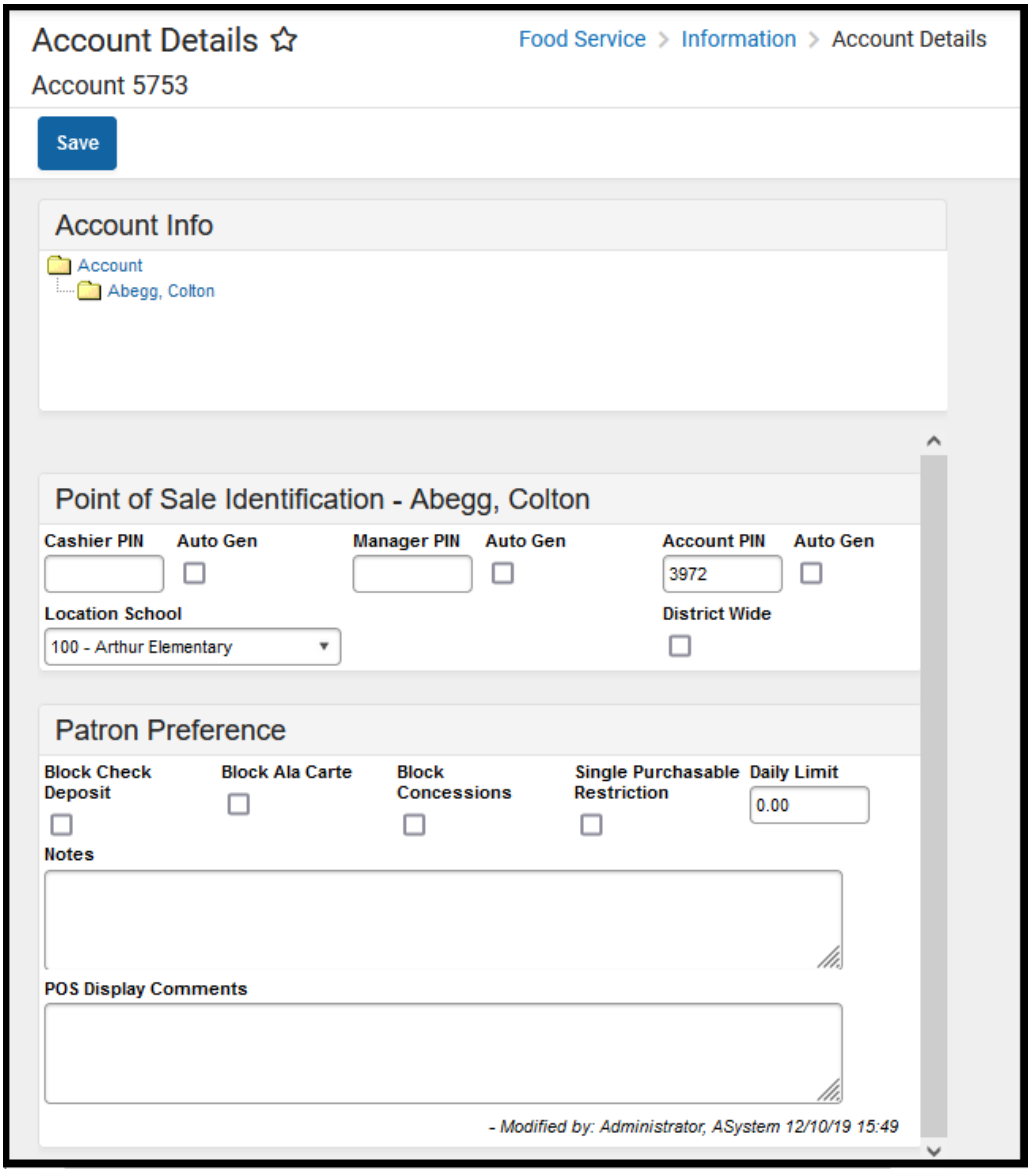
To search and begin creating an account for a person:

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.



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 exists, 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.

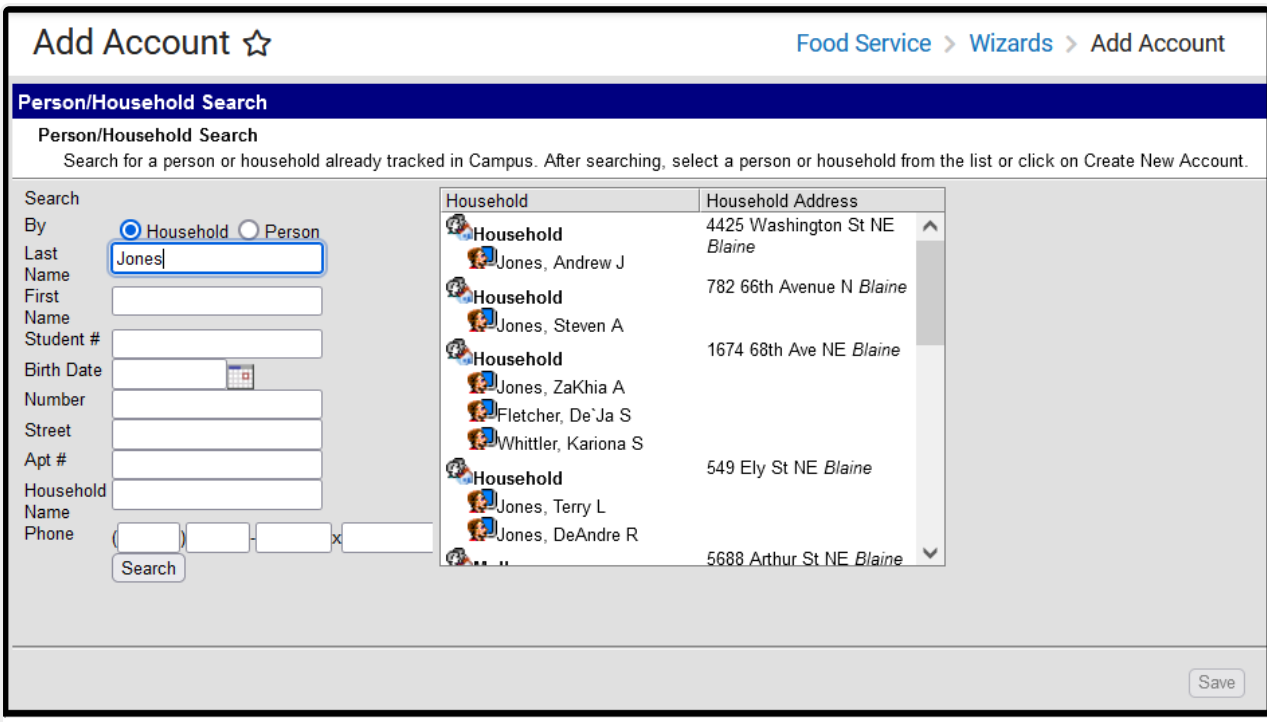


Create POS Accounts for a Household

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

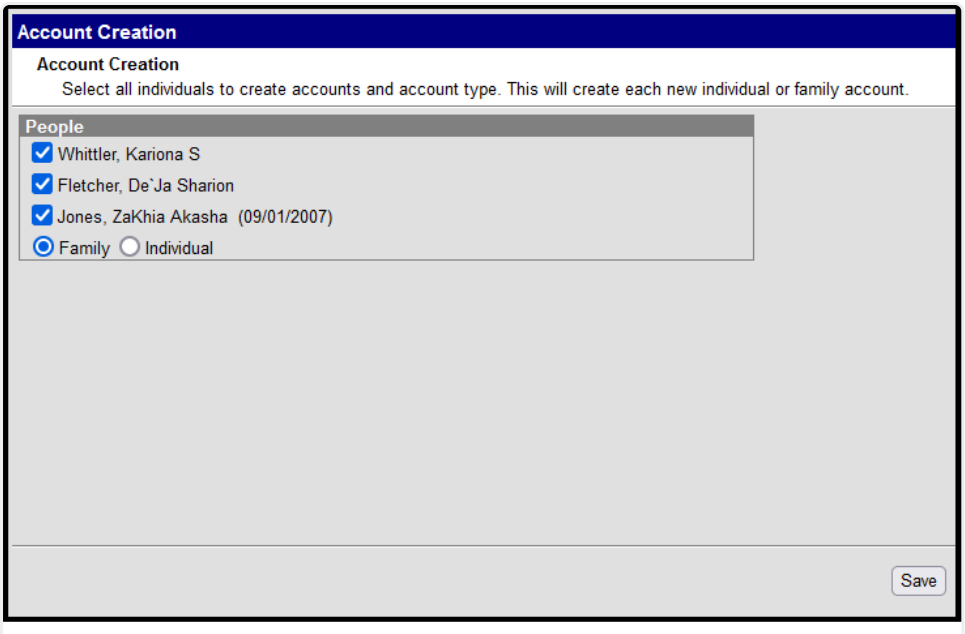
multiple enrollments associated with an account.

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.



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.



Terminal Manager

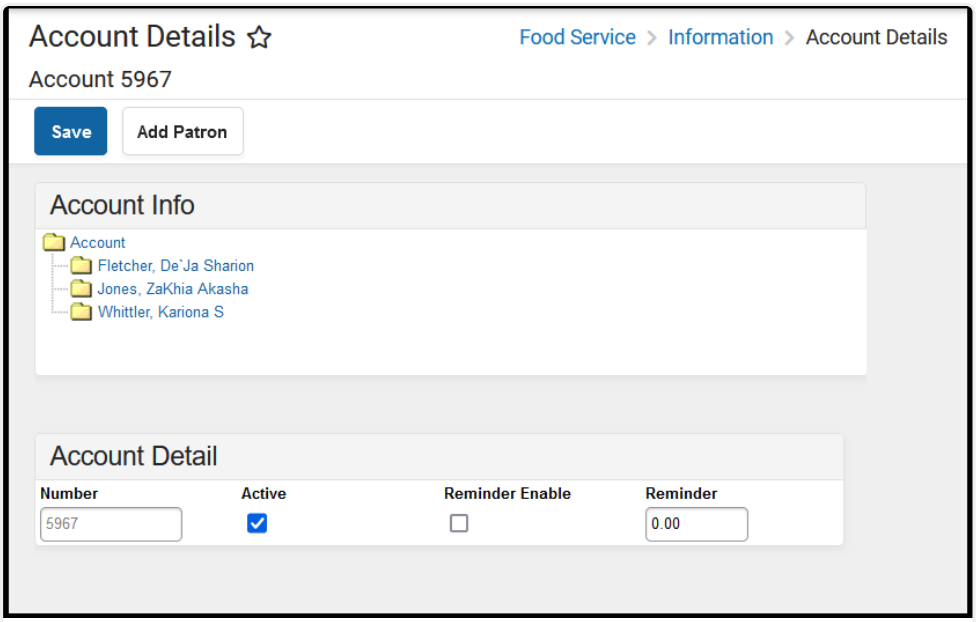
If individual accounts should be created for each selected person:

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 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.



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.