Remove PINs From POS Accounts

Last Modified on 10/29/2026 10:02 am CDT

> Point of Sale (POS) tools are available with Campus Food Service.

Tool Search: Account Management Wizard

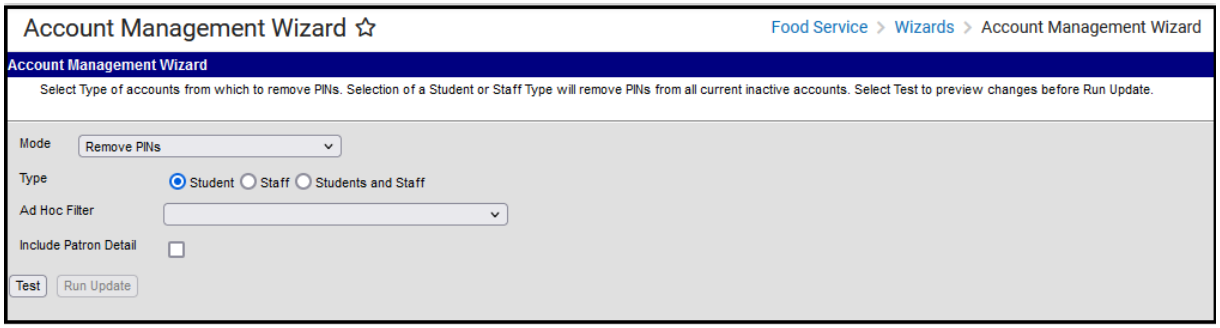
This option removes the PIN from patrons who have an inactive account in Campus. For example, an account where the **Active** checkbox on the Account Details tool has been cleared. When a PIN is removed the **Location School** field is set to "Default" on the Account Details tool.

Family Accounts
If a family account is inactive and you select **Student** in the **Type** field, the PIN is only removed from the student on the family account. To remove staff PINs from family accounts, select **Staff** or **Staff and Student** in the **Type** field. If there are any patrons on a family account with no enrollment or employment record, you must manually remove the PIN or use an Ad Hoc filter.

Food Service Cashier and Food Service Manager
The Account Management Wizard only removes personal PINs from an account. If an inactive staff account includes Cashier and Manager PINs, these PINs will no longer work on the Point of Sale Terminal; however, these PINs will not be removed from the account. Cashier and Manager PINs must be manually removed.

Remove PINs

1. Select **Remove PINs** from the **Mode** dropdown list.



2. Complete one of the following account selection options.

Option	Description
Select one of the **Type** radio buttons	**- Student**. This option removes PINs from inactive student accounts only. **- Staff**. This option removes PINs from inactive staff accounts only. **- Students and Staff**. This option removes PINs from student accounts and staff accounts.

Option	Description
Select an **Ad Hoc Filter**	This option allows you to select an ad hoc filter that you have made to select staff and/or students. If you do not select All Schools/All Calendars, the Ad Hoc tool will use the specific Year, School and Calendar selected in the toolbar. If you do not have Tool Rights to All Schools and All Calendars, Ad Hoc will generate based on the specific year, school and calendar selected in the toolbar.

3. Mark the **Include Patron Detail** checkbox to include details like the account numbers and names on the Account Management Report. (optional)

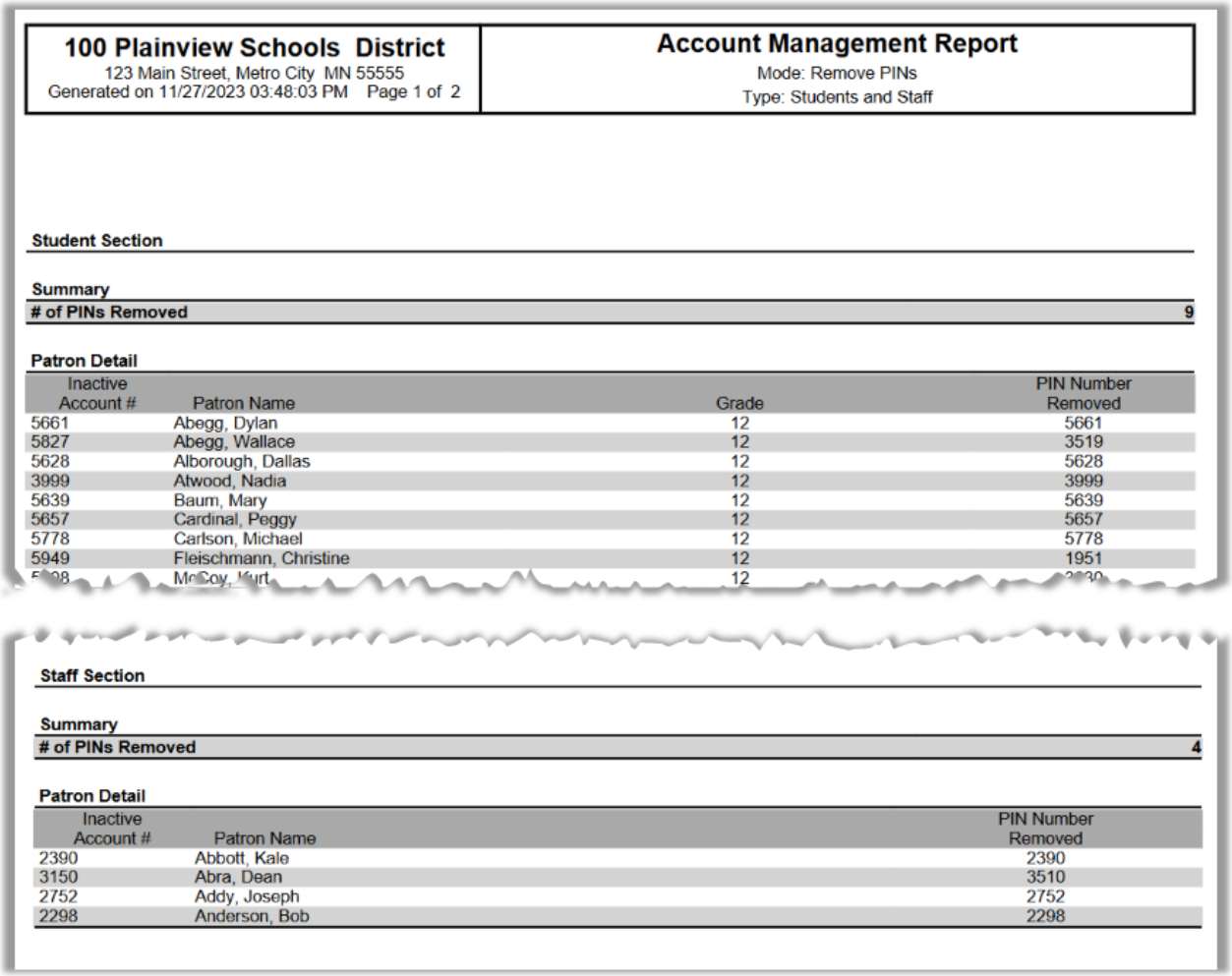
4. Click the **Test** button.

   Testing is required before the **Run Update** button becomes active. No data is written to the database.

   Result
   The Account Management Wizard tests the update and displays the Account Management Report.

5. Review the Account Management Report.
6. Click the **Run Update** button to remove PINs.
   Result
   A confirmation window displays.
7. Click **OK**.
   Result
   The Account Management Wizard removes the PINs from inactive accounts and displays the Account Management Report.

Account Management Report



100 Plainview Schools District
123 Main Street, Metro City MN 55555
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Account Management Report
Mode: Remove PINs
Type: Students and Staff

Student Section

Summary

# of PINs Removed	9

Patron Detail

Inactive Account #	Patron Name	Grade	PIN Number Removed
5661	Abegg, Dylan	12	5661
5827	Abegg, Wallace	12	3519
5628	Alborough, Dallas	12	5628
3999	Atwood, Nadia	12	3999
5639	Baum, Mary	12	5639
5657	Cardinal, Peggy	12	5657
5778	Carlson, Michael	12	5778
5949	Fleischmann, Christine	12	1951
[illegible]	McCoy, Kurt	12	[illegible]

Staff Section

Summary

# of PINs Removed	4

Patron Detail

Inactive Account #	Patron Name	PIN Number Removed
2390	Abbott, Kale	2390
3150	Abra, Dean	3510
2752	Addy, Joseph	2752
2298	Anderson, Bob	2298

Report example of PINS removed from staff and students

Report Section	Description
Summary	This section reports the total number of PINs removed.
Patron Detail	This section is sorted alphabetically by patron names and includes the following columns. • **Student Section**: Inactive Account #, Grade and PIN Number Removed. • **Staff Section**: Inactive Account # and PIN Number Removed.