School Store Setup Checklist

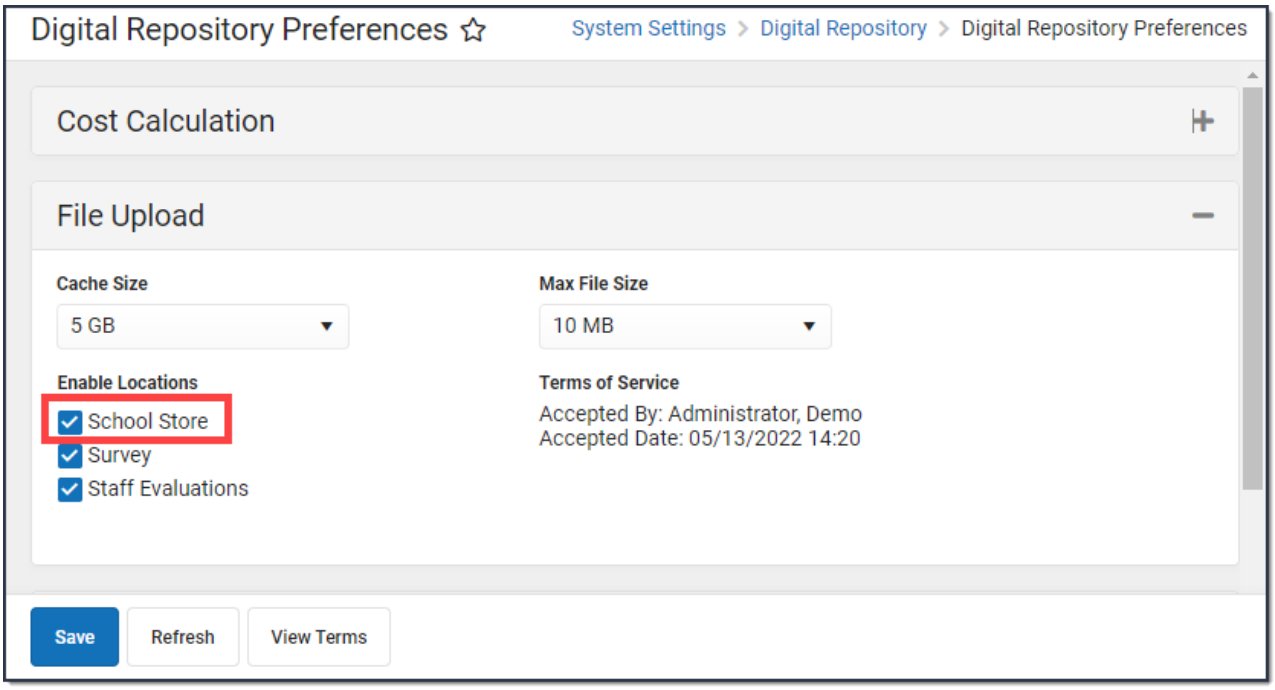
Last Modified on 03/19/2026 10:13 am CDT

The Infinite Campus School Store gives members of your school easy online access to purchase goods and services. Each school in your district can have their own store, which display in Campus Parent and Campus Student.

Step 1. Enable School Store in the Digital Repository

Tool Search: Digital Repository

Before you can set up the School Store, you must enable the School Store in the Digital Repository.



Step 2. Set up Product Types

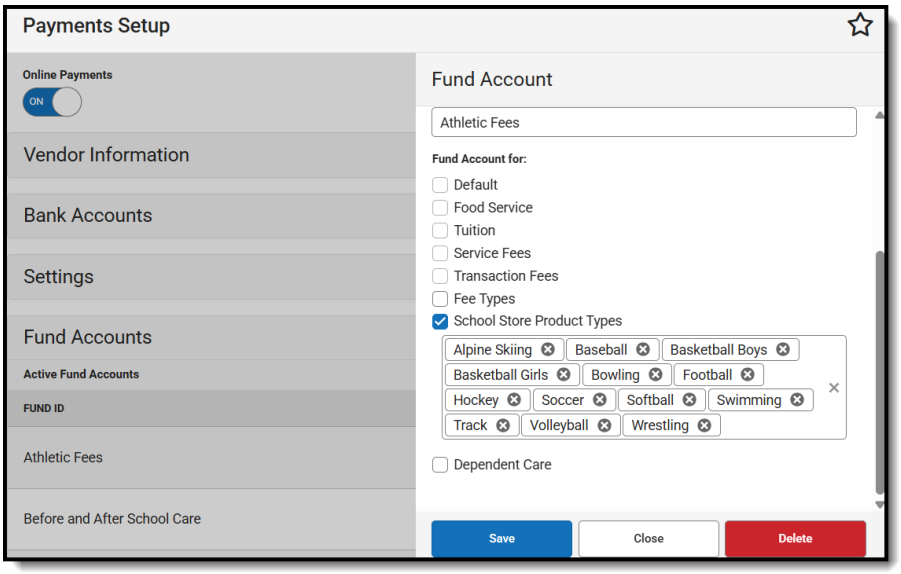
Tool Search: Product Types

Product Types are assigned to Products and to Fund Accounts. When a product is purchased, funds are deposited into the bank associated with the Fund Account to which you assigned the Product Type.

Step 3. Set up Fund Accounts

Tool Search: Fund Accounts

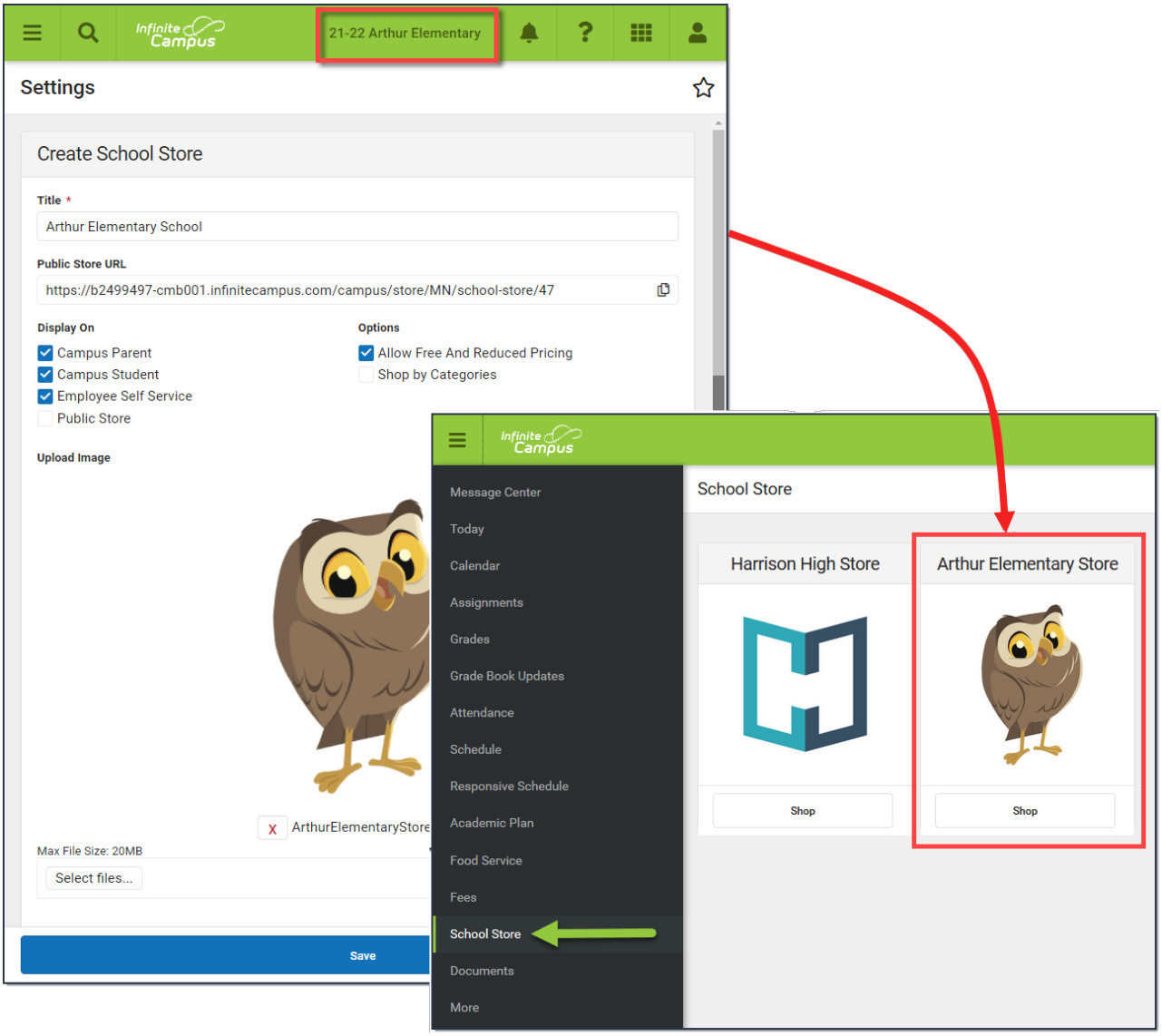
Fund Accounts identify which bank accounts are used for items purchased in the School Store. Fund Accounts are managed in Payments Setup.



Step 4. Create a Store for Each School

Tool Search: School Store Settings

The Settings tool allows you to choose where you want the School Store to display and set options for each school's store, including Public Store options. Repeat this procedure for each school that will have a school store.



Step 5. Set up Categories

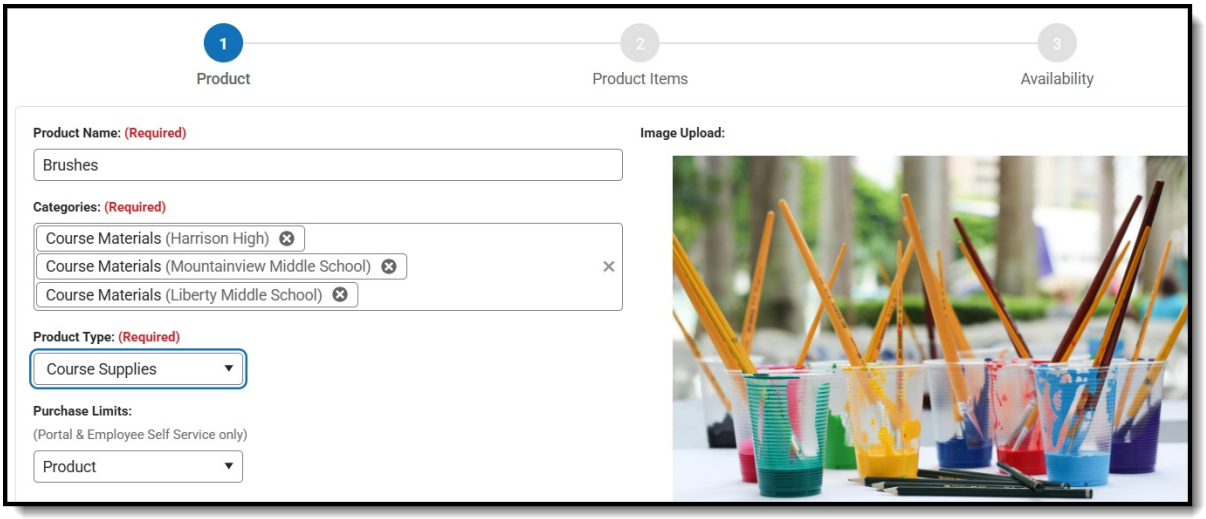
Tool Search: School Store Categories

Categories are how similar products are grouped together in the store. When a portal user selects a category, only the products assigned to that category display. Inactive categories and active categories with NO active products do not appear in the School Store.

Step 6. Set up Products

Tool Search: General Product

After Categories are set up, Products can be created using General Product.


1
Product
2
Product Items
3
Availability
Product Name: (Required)
Brushes
Categories: (Required)
Course Materials (Harrison High)
Course Materials (Mountainview Middle School)
Course Materials (Liberty Middle School)
Product Type: (Required)
Course Supplies
Purchase Limits:
(Portal & Employee Self Service only)
Product
Image Upload: