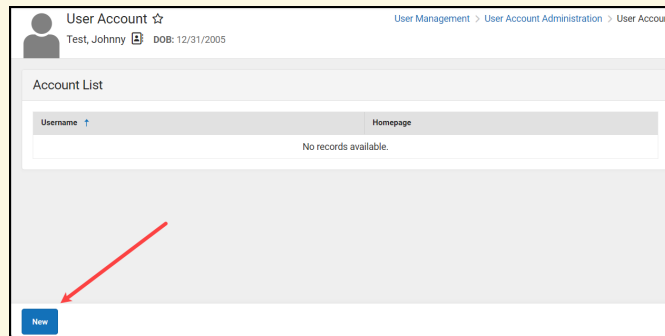


Add User Account

Last Modified on 10/21/2024 8:22 am CDT

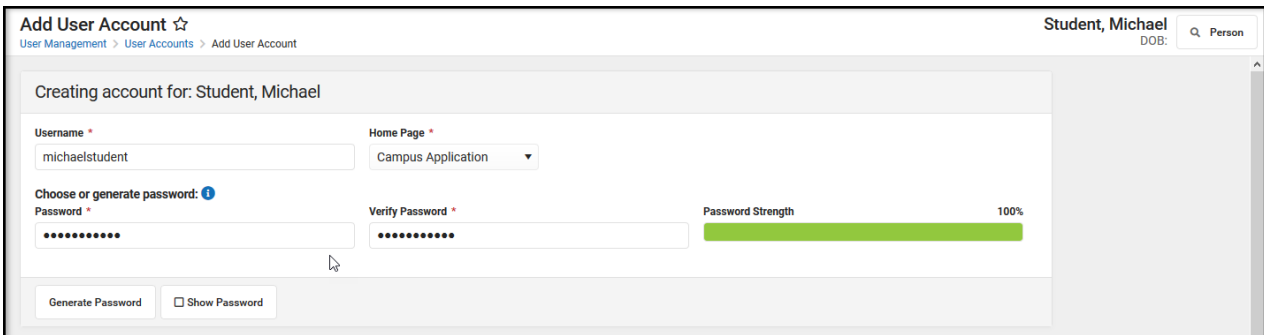
As of Campus.2415, this tool is no longer available and the creation of a user account is now done on a person's [User Account](#) by selecting the user and clicking **New.**



[Prerequisites](#) | [Tool Right and Product Security Role Requirements](#) | [Create a User Account](#)

Tool Search: Add User Account

The Add User Account tool allows you to create a user account for people within Campus.

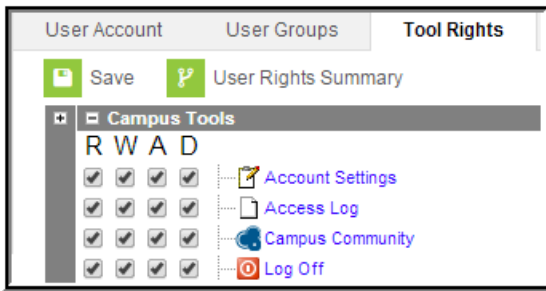


Prerequisites

Before a user account can be created, the user must first exist as a person ([click here](#) for more information on adding a person to Campus). Once a person exists in Campus, they can then have a user account created. The steps below will walk you through the process of creating a user (user account) for an existing person.

Creating a new user does not automatically grant access to that user. They must be assigned [tool](#) and [calendar](#) rights for access to the Campus application or the Portal.

New users only receive the following default tool rights:

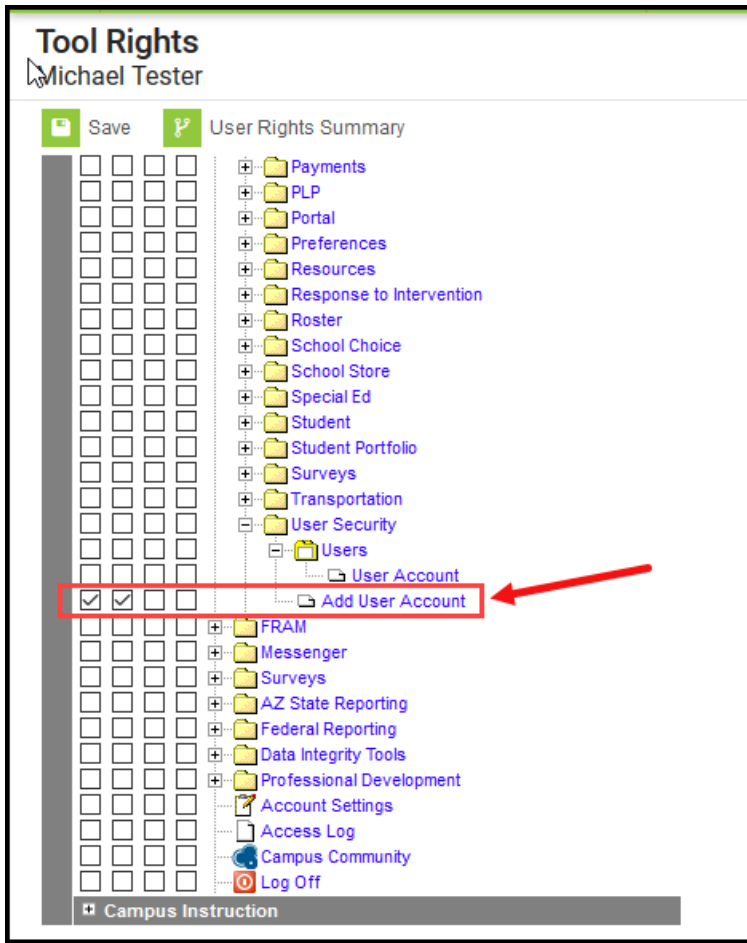


To generate student and staff accounts en masse, please refer to the [User Account Batch Wizard](#).

Tool Right and Product Security Role Requirements

Users with at least **R**(ead), **W**(rite), and **A**(dd) [tool rights](#) granted for the Add User Account tool are allowed to create Campus Student Portal and Campus Parent Portal accounts.

Users with only tool rights and not a Student Information System (SIS) or Student Information System - Group Assignment product security role cannot create Campus Application or Campus Instruction user accounts nor are they allowed to assign user group memberships.



Users must be assigned the **Student Information System (SIS)** or **Student Information System - Group Assignment** product security role in order to create Campus Application or Campus Instruction user accounts as well as have the ability to assign user group memberships to new user accounts.

User Account Information ☆

test1

User Account Editor

Username test1	Password Reset Password
Expires Date <input type="text"/>	Failed login attempts: 0 (Reset)
<input type="checkbox"/> Force Password Change <input type="checkbox"/> Disabled <input type="checkbox"/> Exclude From Multi-Factor Authentication and new device notifications <input type="checkbox"/> Time-based Two-factor Authentication	Homepage Campus Application

Authentication Type
Local Campus Authentication Only

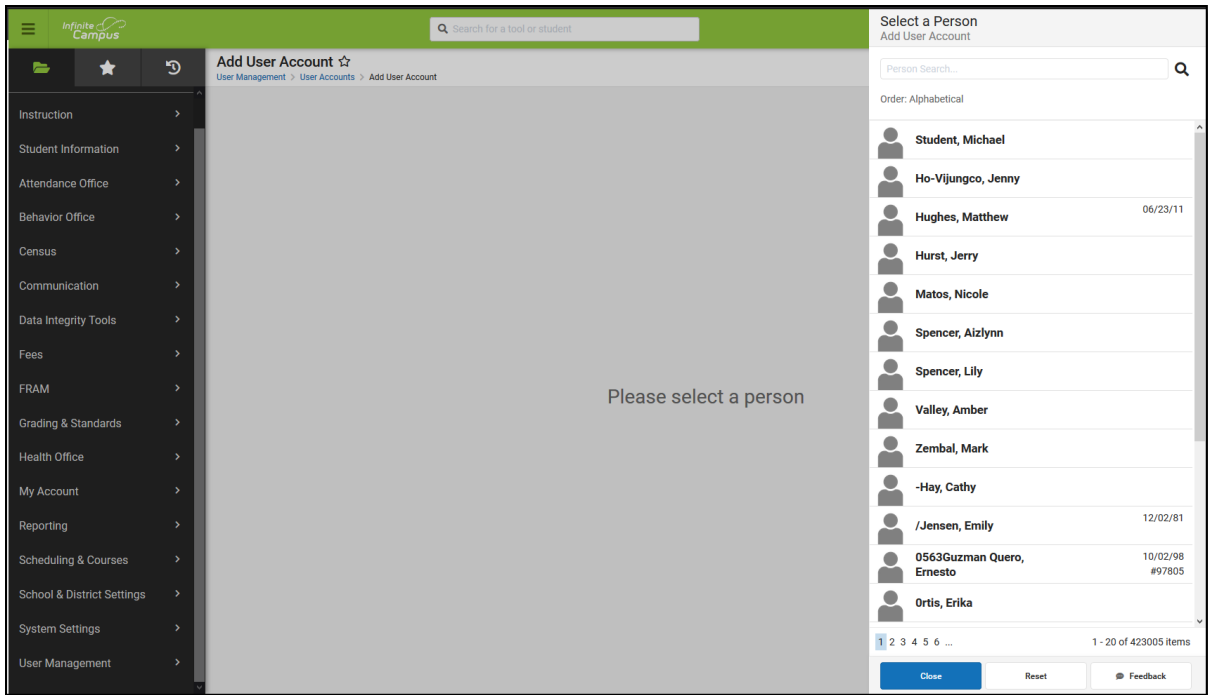
- Password last changed by: Administrator, System 01/09/2024 10:23
- Last Login Timestamp: 01/11/2024 12:01
- Modified by: Administrator, System 01/11/2024 11:56
- Created Date: 11/01/2023 10:28

Product Security Role Assignments

- DATA CHANGE TRACKER**
This security role grants access to Data Change Tracker settings and reports.
- STUDENT INFORMATION SYSTEM**
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.
- STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT**
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.
- STUDENT INFORMATION SYSTEM - LOGIN AS USER**
This role indicates whether or not the user may log in as another user from the User Account tab.

Create a User Account

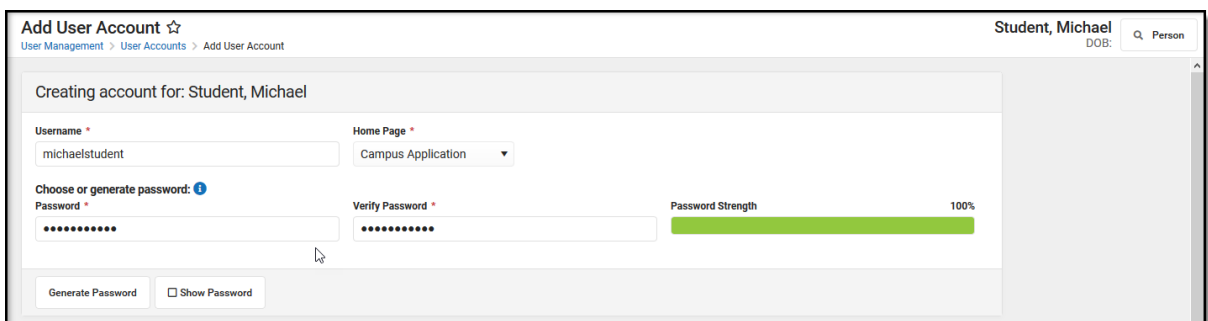
1. In the search bar, search for 'Add User Account' and select the tool.
2. A person search will appear on the right-hand side of the screen, asking you to search for and select the person for which you are making a user account for. Locate and select the person.



3. Enter a **Username**.
4. Select the **Home Page**. This is the homepage the user will see each time they log into Infinite Campus.
 - **Campus Application** - for district employees
 - **Campus Instruction** - for teachers and staff

Only users with a Student Information System or Student Information System - Group Assignment product security role are allowed to create Campus Application and Campus Instruction user accounts via this tool.

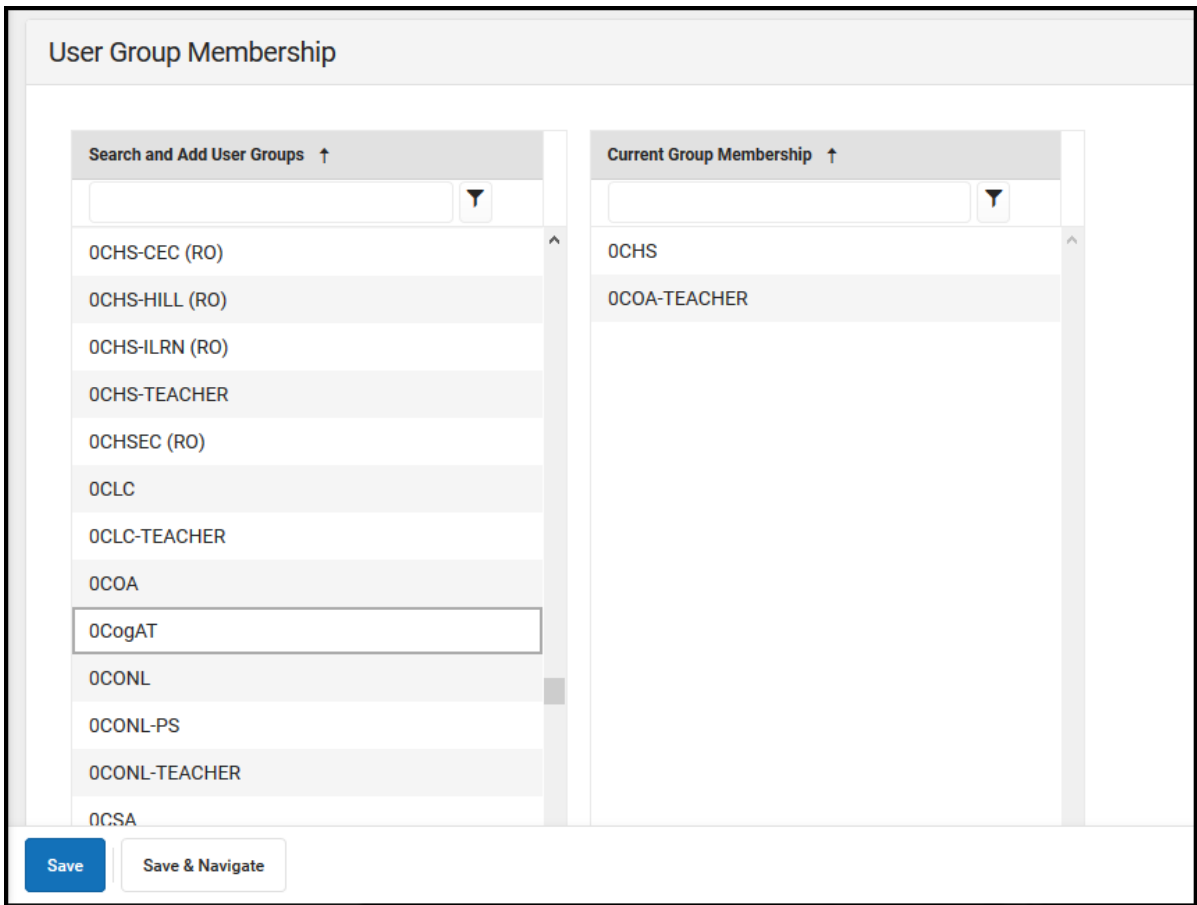
- **Campus Parent Portal** - for parents
 - **Campus Student Portal**- for students (enhanced features and optimized for mobile devices and tablets)
5. Enter a **Password**.
 - The Password Strength field will indicate the strength of the password entered. Green indicates a strong password.
 - Click the Generate Password button to have the system create a password for you.
6. **Verify the Password**. This ensures the password is what you intended and does not contain typos.



- To add the user to an existing user group(s), place your cursor in the **Search and Add User Groups** field and begin entering the name of the user group. Once a group is selected, the user group will appear in the **Current Group Membership** window.

Only users assigned the Student Information System or Student Information System - Group Assignment product security role are able to use this section of the tool and assign User Group Memberships to new user accounts.

System administrators are highly encouraged to assign users to **user groups** as opposed to individual tool rights. This allows admins to easily remove a group of tool rights for a person by removing them from the corresponding user group, or assign tool rights to users without having to go through and individually assign each tool right per necessary tool.



- Click **Save** to create the new user account or click **Save & Navigate** to save the user account and navigate to the [User Account Information](#) page for the newly created account.

User Account
User Groups
Tool Rights
Calendar Rights
Access Log

Save
 Delete
 Login As User
 Tool Rights Summary
 Calendar Rights Summary
 Reset Account Settings

User Account Editor

<p>Username mgtest</p> <p>Expires Date <input type="text"/></p> <p><input checked="" type="checkbox"/> Force Password Change</p> <p><input type="checkbox"/> Disabled</p> <p><input type="checkbox"/> Exclude From Multi-Factor Authentication</p> <p><input type="checkbox"/> Time-based Two-factor Authentication w/ Enhanced Security</p> <p><input checked="" type="checkbox"/> PIV Card Authentication</p> <p style="color: red; font-size: small;">There is no PIV card configured for this user and this user has not submitted a PIV card for approval.</p>	<p>Password Reset Password</p> <p>Failed login attempts: 5 (Reset)</p> <p>Homepage Campus Application</p>
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- Password last changed by: Administrator, System 10/05/2022 13:06
 - Modified by: Administrator, System 09/23/2022 13:44
 - Created Date: 11/05/2021 13:26

Product Security Role Assignments

- DATA CHANGE TRACKER**
This security role grants access to Data Change Tracker settings and reports.
- STUDENT INFORMATION SYSTEM**
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.
- STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT**
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.
- STUDENT INFORMATION SYSTEM - LOGIN AS USER**
This role indicates whether or not the user may log in as another user from the User Account tab.

See the [User Account](#) article for more information about the option in this tool.