

# Add User Account

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**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**.**

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.

## 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.
  7. 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.**

8. 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.

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

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