

# User Account [.2128 - .2239]

Last Modified on 10/20/2022 10:25 am CDT

You are viewing a previous version of this article. See [User Account](#) for the most current information.

**Classic View:** System Administration > User Security > Users > User Account

**Search Terms:** User Account Information

In order for a person to be assigned tool rights, be allowed to join user groups, be assigned calendar rights, and other features enabled via the User folder, they must first be added as a user (have a user account created for them). This article will walk you through this process as well as cover the following:

- [Creating New Users \(User Accounts\)](#)
- [Modifying User Accounts](#)
- [User Account Tab Fields and Buttons](#)
- [Understanding Security Role Assignments](#)
- [Assigning Calendar Rights](#)
  - [Calendar Rights Information in Ad hoc Reporting](#)
- [Identifying a Person's Campus Portal Username](#)
- [Related Tools](#)

Users are highly advised to create user accounts for students and staff en masse via the [User Account Batch Wizard](#).

If you cannot access [Tool Rights](#), [Calendar Rights](#) and/or [User Groups](#) you are not assigned a [user security role](#). To gain access, please contact your system administrator as they are responsible for assigning security roles to Campus users.

## Creating New Users (User Accounts)

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.

To create a user account, use the [Add User Account](#) tool.

**Add User Account** ☆

[User Management](#) > [User Accounts](#) > Add User Account

Student, Michael

DOB:

Person

Creating account for: Student, Michael

**Username \***

**Home Page \***

Campus Application ▼

**Choose or generate password:** ⓘ

**Password \***

**Verify Password \***

**Password Strength** 100%

Show Password

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

## Modifying User Accounts

**PATH:** *System Administration > User Security > User > User Account*

**Search Term:** *User Account Information*

Individual user account information can be viewed and modified on the User Account tab.

For more information about user account passwords, see the [Managing User Account Passwords](#) article.

### User Account Information ☆

User Management > User Accounts > User Account Information

**User Account Editor**

\*Username

Expires Date

Force Password Change  
 Disabled  
 Exclude from multi-factor authentication  
 Time-based Two-factor Authentication w/ Enhanced Security  
 PIV Card Authentication

There is no PIV card configured for this user and this user has not submitted a PIV card for approval.

Password [Reset Password](#)  
 Homepage Campus Parent Portal ▾

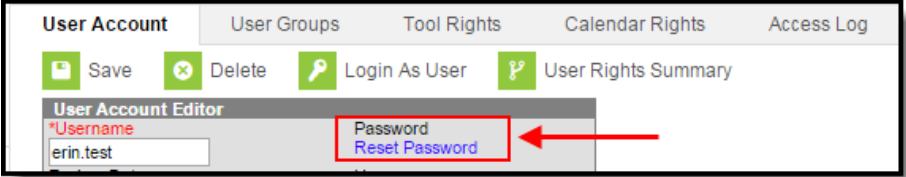
- Modified by:   10/24/2017 15:09  
 - Created Date: Unknown

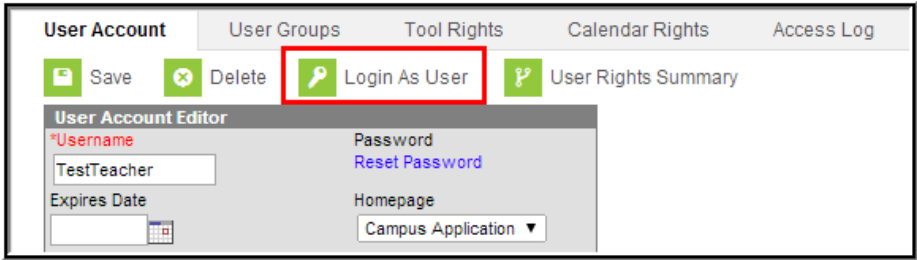
**Product Security Role Assignments**

- Data Change Tracker**  
This security role grants access to Data Change Tracker settings and reports.
- Finance**  
This security role will give the user all tools associated with Finance. The Product Security Role also allows the user to assign Finance Component tool rights to other users as necessary.
- Human Resources**  
This role grants full access to all components used with the Human Resource application including Staff Evaluations for All Schools/Calendars and allows definition of Finance Account Rights to the specified user. The Product Security Role also allows the user to assign HR Component tool rights to other users as necessary.
- Staff Evaluations**  
This role grants full access to all components used with the Staff Evaluation application for All Schools/Calendars to the specified user. The Product Security Role also allows the user to assign Staff Evaluation component tool rights to other users as necessary.
- 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.

## User Account Tab Fields and Buttons

Field	Use and Definition
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Field	Use and Definition
<p><b>Password</b></p>	<p>To reset the user's password, select the <b>Reset Password</b> hyperlink.</p> <p>For more information on establishing, resetting, and managing passwords within Campus, see the <a href="#">Managing User Account Passwords</a> article.</p>  <p>The screenshot shows the 'User Account Editor' interface. At the top, there are tabs for 'User Account', 'User Groups', 'Tool Rights', 'Calendar Rights', and 'Access Log'. Below the tabs are buttons for 'Save', 'Delete', 'Login As User', and 'User Rights Summary'. The 'User Account Editor' section contains a 'Username' field with the value 'erin.test' and a 'Password' section with a 'Reset Password' link. A red box highlights the 'Reset Password' link, and a red arrow points to it from the right.</p>

Field	Use and Definition
<p><b>Login As User</b></p>	<p>The <b>Login As User</b> button allows a user log in as another user for the purpose of troubleshooting, testing and/or verifying properly assigned user rights. The Login As User button only appears for users who have equivalent or greater tool rights than the user they want to log in as and is only available with the <b>Student Information System</b> or <b>Student Information System - Login as User</b> security roles.</p>  <p>The screenshot shows the 'User Account Editor' interface. At the top, there are tabs for 'User Account', 'User Groups', 'Tool Rights', 'Calendar Rights', and 'Access Log'. Below the tabs are several buttons: 'Save', 'Delete', 'Login As User' (highlighted with a red box), and 'User Rights Summary'. The 'User Account Editor' form contains fields for 'Username' (with a red asterisk), 'Password', 'Expires Date', and 'Homepage'. The 'Username' field contains 'TestTeacher', and the 'Homepage' dropdown is set to 'Campus Application'.</p> <p>For more information about this feature, see the <a href="#">Login as User Feature</a> article section.</p> <p>Users are only allowed to login as another user once per Campus session.</p> <p>Users with a <b>Student Information System</b> Product Security role are allowed to log in as a user with a <b>Student Information System - Login as User</b> Product Security Role but once they have logged in as that user, they cannot use that user account to then log into another Campus user account via the Login as User button on the User Account tab.</p> <p>Users with a <b>Student Information System - Login As User</b> role are prohibited from logging in as another user with the <b>Student Information System - Login As User</b> role. This behavior was put in place to ensure users do not jump from one user account to another.</p> <p>The Administrator selecting this button MUST have calendar rights for the school listed on the other user's (person being logged into) District Assignment page.</p>

Field	Use and Definition
<p><b>User Rights Summary</b></p>	<p>To access a comprehensive view of all tool rights the user has been granted within Campus (including tool rights granted via <a href="#">User Groups</a>), click the <b>User Rights Summary</b> button. A window will appear, asking you to generate the summary in HTML or CSV format. Select a format and click the <b>Generate Report</b> button. The User Rights Summary Report will appear in a separate window (see image below).</p> <p>You can expand tools to view additional tool rights and sub-rights. You can also hover the mouse cursor over a tool to see exactly how the user was granted rights to the tool (granted by tool rights or granted by a group).</p> <div style="border: 1px solid #ADD8E6; padding: 5px; margin: 10px 0;"> <p>You will only see tools for which the user has been granted access within Campus.</p> </div> 

Field	Use and Definition
<p><b>Reset Account Settings</b></p>	<p>Selecting the <b>Reset Account Settings</b> button will clear all trusted devices tied to the person's account, requiring the user to reestablish each device as a trusted device when logging into Campus.</p> <p>For districts using two factor authentication, selecting this button will reset the user's two factor authentication configuration, requiring them to establish a new trusted device and log in using an Authentication app. See the <a href="#">Login Security Settings</a> article for information about two facto authentication.</p> <p>This button will also reset the user's account recovery email address, requiring them to enter a new recovery email address the first time they log into Campus after this button has been selected.</p> <div data-bbox="427 719 1423 842" style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;"> <p>This button will only appear for user accounts which have an Account Security Email address established in Campus and/or the Parent Portal.</p> </div> <p>A person's Account Security Email is used to recover a forgotten username or reset a Campus password when the <a href="#">Forgot your password?</a> or <a href="#">Forgot your username?</a> options are selected on the Campus login screen.</p> <p>The Account Security Email is set in the <a href="#">Account Settings</a> tool (found in both Campus and the Parent Rights Portal).</p> <div data-bbox="422 1111 1420 1863"> </div>
<p><b>Username</b></p>	<p>The user name the individual uses to log in to the Campus system.</p>

Field	Use and Definition
<b>Password</b>	The password the individual uses to log into the Campus system. See the <a href="#">Managing User Account Passwords</a> article for more information.
<b>Force Change</b>	<p>If flagged, this checkbox indicates the user will be required to update his/her password at the next login.</p> <p>Once the password is updated, the system will uncheck this box automatically.</p>
<b>All Calendars</b>	<p>This checkbox was removed in Release Pack .1813. Calendar Rights for a user are entirely controlled and assigned via the <a href="#">Calendar Rights</a> tab. To assign a user All Calendar rights, on the Calendar Rights tab, set the <b>School</b> to 'All School' and the <b>Calendar</b> to 'All Calendars'.</p> <p>See the <a href="#">Assigning Calendar Rights</a> section below for more information.</p>
<b>Expires Date</b>	<p>If a date is entered in this field, the user's account will expire on 11:59 PM of this date.</p> <p>This tool is often used to automate account management for temporary staff.</p>
<b>Homepage</b>	<p>This field indicates which interface the user name and password allow access to:</p> <ul style="list-style-type: none"> <li>• <b>Campus Application</b> - for district employees</li> <li>• <b>Campus Parent Portal</b> - for parents</li> <li>• <b>Campus Instruction</b> - for teachers and staff</li> <li>• <b>Campus Student Portal</b> - for students (enhanced features and optimized for mobile devices and tablets)</li> <li>• <b>Public Store</b> - for Public Store customers who are <b>not</b> district employees, students, or staff. Campus does not recommend manually creating this type of account. When someone creates an account on the Public Store, their name and email address are saved in Campus in the Demographics tool and Campus creates and assigns the <i>Public Store</i> Homepage to their user account.</li> </ul>



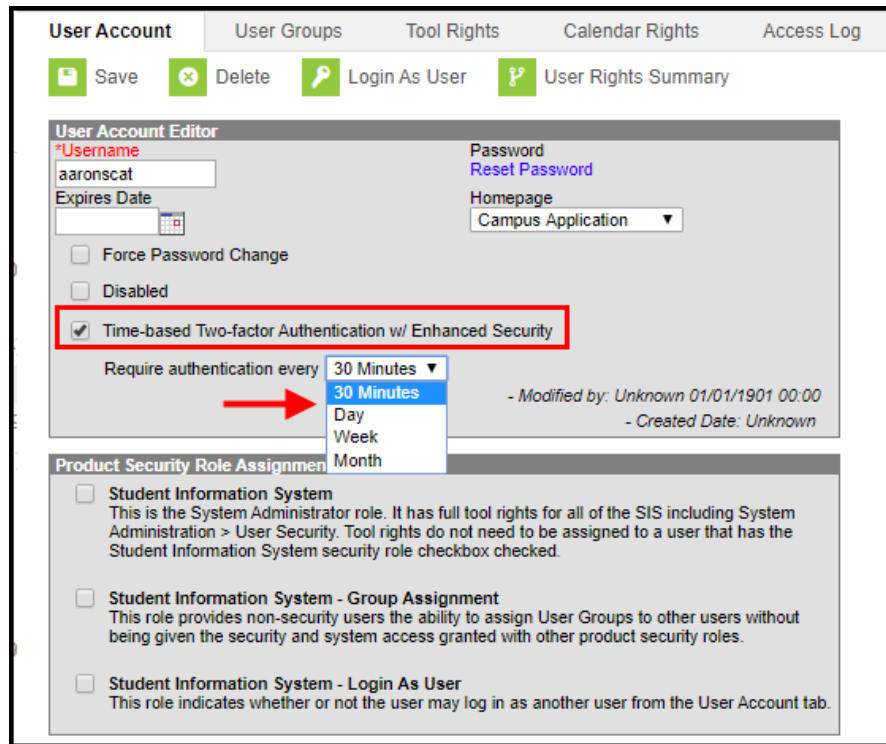
Field	Use and Definition			
<p><b>Disabled</b></p>	<p>If flagged, this checkbox indicates the user will not be able to access his/her account, even if the proper credentials are entered.</p> <p>When disabled, a notification message appears to the user.</p> <div data-bbox="432 454 1129 696" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Username  <input type="text"/></p> <p>Password  <input type="password"/></p> <p style="text-align: right;"><a href="#">Sign In</a> &gt;&gt; <b>Your user account has been disabled. Contact your system administrator.</b></p> </div> <p>In addition, disabled users appear in red font on the Search tab and on the <a href="#">Membership Summary</a> tab of any groups to which they are assigned.</p> <div data-bbox="432 835 1409 1585" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Index Search Help &lt;</p> <p>User Account Editor</p> <p>Person: test, test</p> <p>User Account User Groups Tool Rights Calendar</p> <p>Save Delete Login As User User Ri</p> <p>Username: testing123 Password: <a href="#">Reset Password</a></p> <p>Expires Date: <input type="text"/> Homepage: <a href="#">Campus Application</a></p> <p><input type="checkbox"/> Force Password Change</p> <p><input checked="" type="checkbox"/> <b>Disabled</b></p> <p><input type="checkbox"/> Time-based Two-factor Authentication w/ Enhanced Security</p> <p>- Modified by: U</p> <p>Product Security Role Assignments</p> <p><input type="checkbox"/> Student Information System This is the System Administrator role. It has full tool rights for all of the Administration &gt; User Security. Tool rights do not need to be assigned. Student Information System security role checkbox checked.</p> <p><input type="checkbox"/> Student Information System - Group Assignment This role provides non-security users the ability to assign User Group, being given the security and system access granted with other products.</p> <p><input type="checkbox"/> Student Information System - Login As User This role indicates whether or not the user may log in as another user.</p> </div> <div data-bbox="432 1653 1374 1809" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>User Group Tool Rights Calendar Rights <b>Membership Summary</b></p> <p>User Group User Summary</p> <table border="1"> <tr> <td>geottless (  , Teresa)</td> <td><b>testing123 (test, test)</b></td> <td>s36vthayer-adams (  , VICKI)</td> </tr> </table> </div>	geottless (  , Teresa)	<b>testing123 (test, test)</b>	s36vthayer-adams (  , VICKI)
geottless (  , Teresa)	<b>testing123 (test, test)</b>	s36vthayer-adams (  , VICKI)		

<p><b>Field</b> <b>Exclude from Multi-Factor Authentication</b></p>	<p>Use and Definition This preference allows you exclude individual user accounts from requiring Time-based Two Factor Authentication (when enabled).</p> <p>This option should only be used when absolutely necessary and only applied to the least amount of accounts necessary.</p> 
<p><b>Time-based Two-Factor Authentication w/Enhanced Security</b></p>	<p>As an increased layer of protection for Infinite Campus accounts, all non-Campus Portal user accounts can be enabled with device-based two-factor authentication functionality. When enabled, users are provided a unique QR code and Text Code which requires them authenticate their account using a device and an authenticator application (such as Google Authenticator, Authy, LastPass, etc).</p> <p>If you experience any issues authenticating, know that your device must be in-sync with the actual time in order to authenticate. Compare the time showing on your device to the actual time (<a href="https://www.time.gov">https://www.time.gov</a>). If time on your device is out of sync, you can correct this in your device's Date &amp; Time settings. In your device settings, you will likely have the option to enable your device to automatically sync the date and time.</p> <p>Alternatively, if you use Google Authenticator for Android, you can also try the Time Sync (<a href="https://support.google.com/accounts/answer/2653433">https://support.google.com/accounts/answer/2653433</a>) feature.</p> <p>To enable this feature:</p> <ol style="list-style-type: none"> <li>1. Mark the <b>Time-based Two-factor Authentication w/Enhanced Security</b> checkbox</li> <li>2. Select the frequency in which the user must use an authenticator app when logging into Infinite Campus (30 minutes, Day, Week, Month). For example, if a user logs in using an authenticator and this field is set to 30 minutes, after 30 minutes has passed, the next time the user attempts to log into Infinite Campus they will be required to go through the authenticator process.</li> </ol>

Field

3. Click **Save**  
Use and Definition

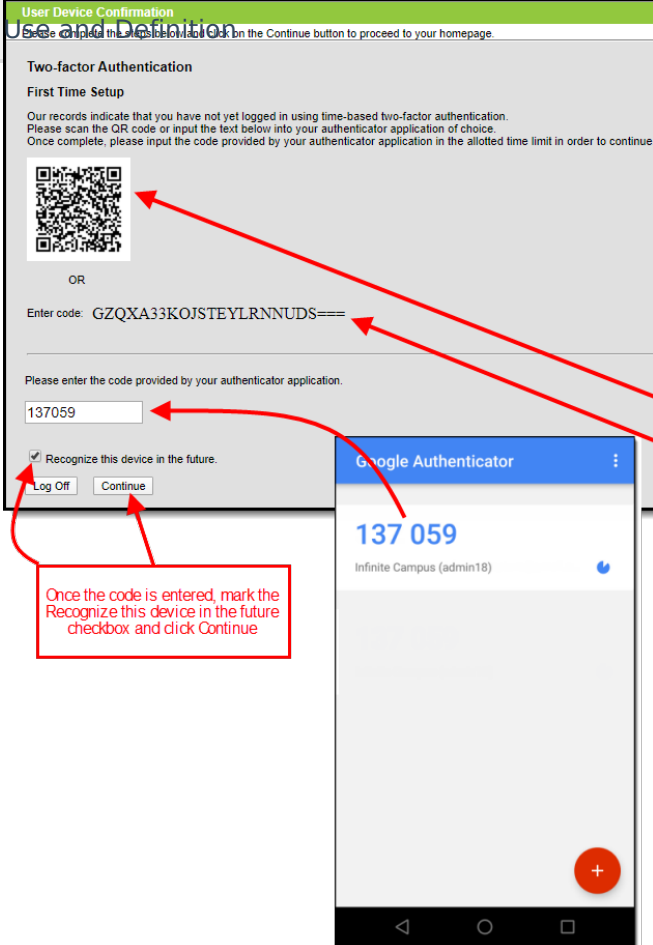
Device-based two-factor authentication is now enabled for this user account.



Once enabled, the next time the user attempts to log into Infinite Campus they will see a screen displaying a unique QR Code and Text Code.

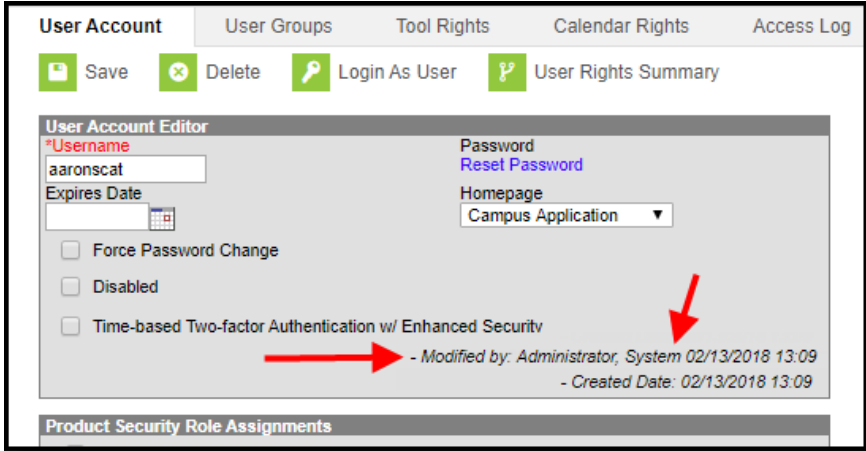
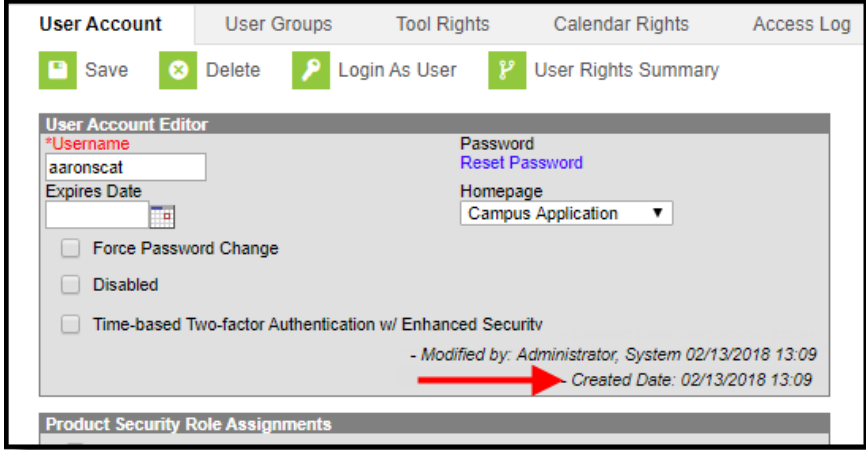
Using a device (such as cell phone), the user must download an authenticator app (such as Google Authenticator, Authy, LastPass, etc) and use the app the scan the **QR Code** or enter the **Text Code**. This will register the device and tie it to their Campus account.

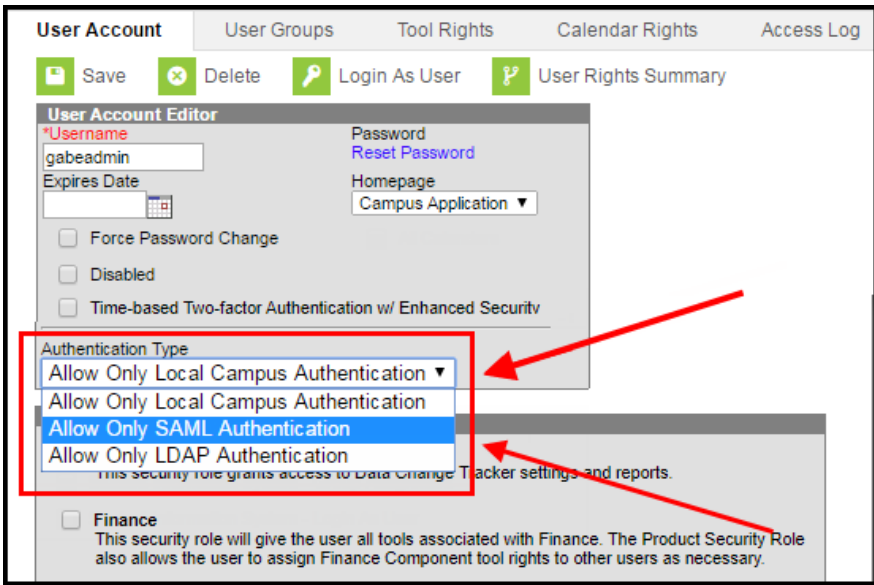
Once they have scanned the QR Code or entered the Text Code in the authenticator app, the app will display a code. Enter the code from the authenticator app into the field on the Campus login screen, mark the **Recognize this device in the future** checkbox, and click **Continue** (see image below). The user will be logged into Campus.

Field	Use and Definition	
	 <p>Once the code is entered, mark the Recognize this device in the future checkbox and click Continue</p>	
		

Based on the frequency of when they need to authenticate (30 minutes, Day, Week, Month), the user will need to access their authenticator app on their registered device and enter the code displayed in the authenticator app into field on the Infinite Campus login screen. Users should mark the **Recognize this device in the future** checkbox and click **Continue**. If the code they entered is correct, they will be logged into Campus.

Field	Use and Definition
<p><b>PIV Card Authentication</b></p>	<p>The Enable PIV Authentication field enables or disables the ability for the user to register and use a PIV card to log into Infinite Campus.</p> <div data-bbox="424 383 1267 1196" style="border: 2px solid black; padding: 10px;"> <p><b>User Account Editor</b></p> <p>*Username: <input type="text" value="eva.heard"/> Password: <input type="text" value="Reset Password"/></p> <p>Expires Date: <input type="text"/> Homepage: <input type="text" value="Campus Application"/></p> <p> <input type="checkbox"/> Force Password Change  <input type="checkbox"/> Disabled  <input type="checkbox"/> Exclude from multi-factor authentication  <input type="checkbox"/> Time-based Two-factor Authentication w/ Enhanced Security         </p> <p>Require authentication every <input type="text" value="30 Minutes"/></p> <div style="border: 2px solid red; padding: 5px;"> <input checked="" type="checkbox"/> <b>PIV Card Authentication</b>            There is no PIV card configured for this user and this user has not submitted a PIV card for approval.         </div> <p style="text-align: right;">- Modified by: Administrator, System 03/25/2021 09:42 - Created Date: 03/25/2021 09:42</p> <p><b>Product Security Role Assignments</b></p> <p><input type="checkbox"/> <b>Student Information System</b> This is the System Administrator role. It has full tool rights for all of the SIS including System Administration &gt; User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.</p> <p><input type="checkbox"/> <b>Student Information System - Group Assignment</b> 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.</p> <p><input type="checkbox"/> <b>Student Information System - Login As User</b> This role indicates whether or not the user may log in as another user from the User Account tab.</p> </div> <div data-bbox="424 1229 1422 1355" style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>Note: This field is only available if the <b>Enable PIV Authentication</b> field in <a href="#">Login Security Settings</a> is set to <i>Yes</i>.</p> </div> <div data-bbox="424 1386 1422 1588" style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>For a walkthrough of the PIV Authentication registration process, see the following articles:</p> <ul style="list-style-type: none"> <li>• <a href="#">Administrators: PIV Card Registration Process for Administrators</a></li> <li>• <a href="#">Staff Members: PIV Card Registration Process for Staff Members</a></li> </ul> </div>

Field	Use and Definition
<p><b>Modified by</b></p>	<p>This indicates the last person to modify the user's account and the date and time in which the change occurred.</p> 
<p><b>Created Date</b></p>	<p>This indicates when the user account was created. This date is populated by any method used to create the user account (e.g., student/staff automation, imported new user, Quartz job, etc).</p> <p style="background-color: #e1f5fe; padding: 5px; border: 1px solid #cfcfcf;">This field is also available within Ad Hoc Reporting.</p> 
<p><b>Authentication Type</b></p>	<p>This field determines how the user is required to authenticate and log into Campus.</p> <p>Users are forced to either log in using:</p> <ul style="list-style-type: none"> <li>• Their Campus ID and password (<b>Allow Only Local Campus Authentication</b>)</li> <li>• Their SSO username and password (<b>Allow Only SAML Authentication</b>)</li> <li>• Or their LDAP username and password (<b>Allow Only LDAP Authentication</b>)</li> </ul>

Field	Use and Definition
	<p>The default value in this field is set via the Authentication Type Droplist Default preference found in System Preferences.</p> <p>This field is only available if SAML SSO authentication and/or LDAP is enabled for your district. Please note that when setting a User Account to "Allow Only SAML Authentication", Cafeteria Serve only authenticates with a local Campus or LDAP account and the Schedule Wizard will authenticate with a SSO enabled account but requires a re-login to open a saved trial.</p> <p>For more information about SAML SSO functionality, see the SAML Management article. For more information about LDAP, see the LDAP Authentication article.</p>  <p>The value set in this field determines the method the user users to log into Campus (click image below).</p>

Field	Use and Definition
<b>Product Security Role Assignments</b>	<p>Product Security Roles determine whether a user may assign Tool Rights to other Campus Application users. Product Security Roles are assigned to users on each person's User Account tab.</p> <p>This section only displays when "Campus Application" is selected in the <b>Homepage</b> dropdown list. Users assigned the Product Security Role automatically inherit all tool rights associated with the specific product.</p> <p>For more information about Product Security Role Assignments, see the <a href="#">Understanding Security Roles</a> section below.</p>

# Understanding Security Role Assignments

Product Security Roles determine whether a user may assign Tool Rights to other Campus Application users. Product Security Roles are assigned to users on each person's User Account tab. For a detailed explanation of each role, see the following articles.

- [Single-Product Environment \(Campus SIS Only\)](#)
- [Multi-Product or Premium Product Environment](#)

**Product Security Role Assignments**

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- Human Resources**  
This role grants full access to all components used with the Human Resource application including Staff Evaluations for All Schools/Calendars and allows definition of Finance Account Rights to the specified user. The Product Security Role also allows the user to assign HR Component tool rights to other users as necessary.
- Staff Evaluations**  
This role grants full access to all components used with the Staff Evaluation application for All Schools/Calendars to the specified user. The Product Security Role also allows the user to assign Staff Evaluation component tool rights to other users as necessary.
- 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.

# Assigning Calendar Rights

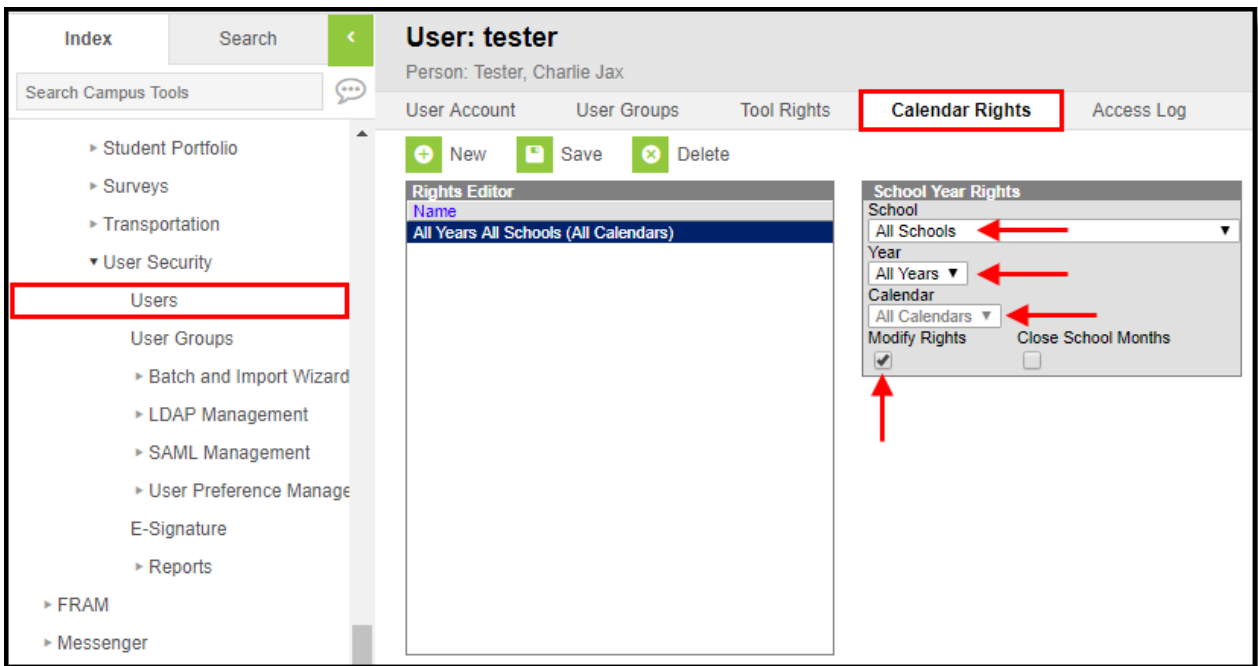
As of Release Pack .1813, users can no longer assign All Calendar rights via the User Account tab. Calendar rights are now entirely assigned and managed via the [Calendar Rights](#) tab per user and/or



user group. This change streamlines calendar rights to a single place and ensures tool rights and calendar rights work together properly when allowing users access to tools and what data they are allowed to see or access via these tools.

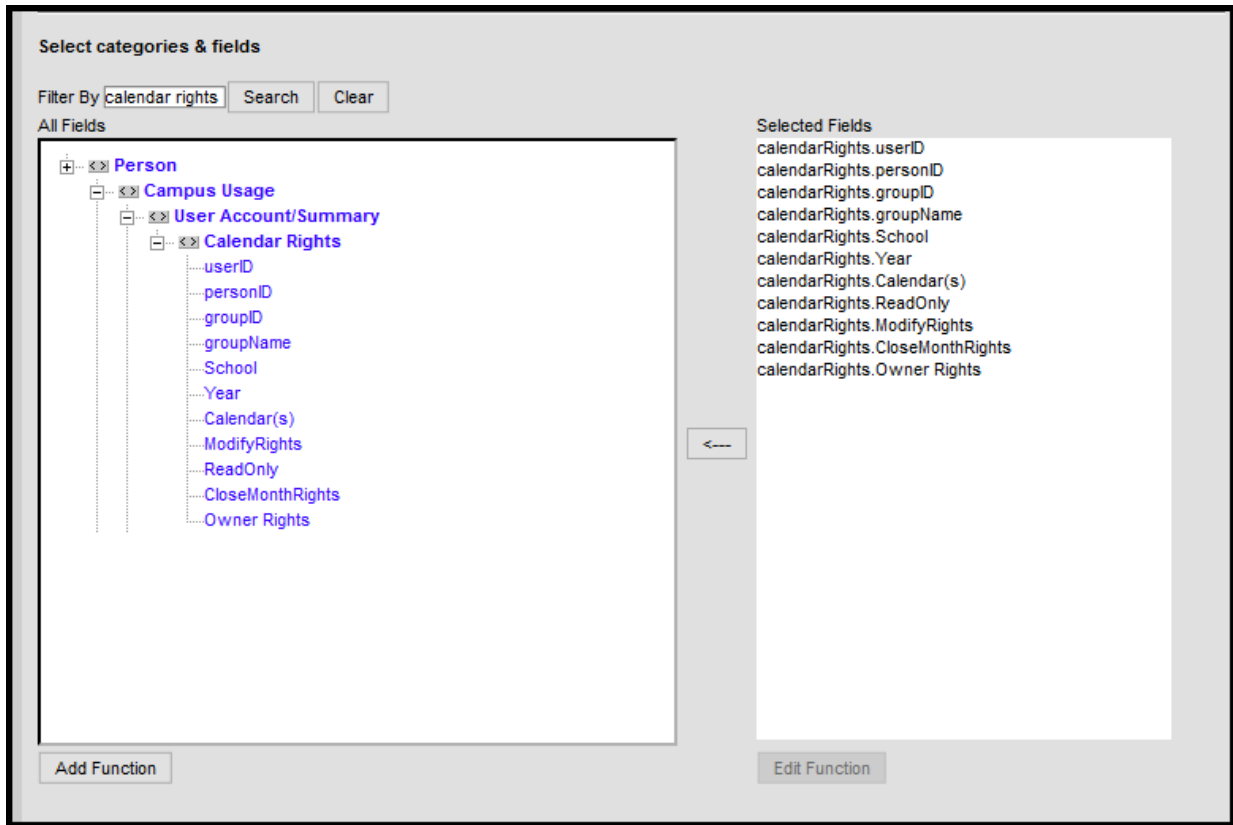
To grant calendar access which mirrors the access granted via the previous **All Calendars** checkbox (access to view and modify all data within all calendars in the district), provide the user with **Calendar Rights** where **School** is set to 'All Schools', **Calendar** is set to 'All Calendars', **Year** is set to 'All Years', and the **Modify Rights** checkbox is marked (see image below).

See the [Calendar Rights](#) tab article for more information.



## Calendar Rights Information in Ad hoc Reporting

Calendar Rights information is available in the Query Wizard for Census/Staff Data Types in the **Person > Campus Usage > User Account/Summary > Calendar Rights**.



### *Ad hoc Reporting Calendar Rights Fields*

Information reports data from the UserSchoolYear Rights, UserGroupSchoolYearRights and UserGroup tables with the following fields:

- **userID**
- **personID**
- **groupID** - data does not return for UserSchoolYearRights records
- **groupName** - data does not return for UserSchoolYearRights records
- **School** - when schoolID is not null, the name of the school reports; when schoolID is null, All Schools reports.
- **Calendar** - when calendarID is not null, the name of the calendar reports; when calendar is null, All Calendars reports.
- **ModifyRights** - when marked on the User Account tool, reports Yes; when not marked, reports No.
- **ReadOnly** - when ModifyRights is marked, reports No; when not marked, reports Yes.
- **CloseMonthRights** - when marked on the User Account tool, reports Yes; when not marked, reports No.
- **Owner Rights** - when marked on the User Account tool, reports Yes; when not marked, reports No.

## Identifying a Person's Campus Portal Username

You can look up a person's Campus Portal username by going to Census > Person > Demographics

> Person Identifiers > Portal Username. This may help when troubleshooting issues such as assisting a person who forgot their username .

**Person Identifiers**

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

**Portal Username**  ←

## Related Tools

Tool	Description
<a href="#">Account Security Preferences</a>	This tool allows you to control various functionality such as resetting of passwords, restricting the ability for Product Security Users to log in as other people, auditing of users, and the automatic creation/disabling of student and staff accounts.
<a href="#">User Account Batch Wizard</a>	This tool allows you to batch create student and staff user accounts using the census email address or a username patterns, enable student and staff user accounts, disable student and staff user accounts, or force a password reset for student and staff user accounts.
<a href="#">User Account Automation Log</a>	This tool allows you to view detailed information about user account username modifications, user account creation failures, and accounts automatically disabled via preferences set in the Account Security Preferences tool.
<a href="#">User Group Report</a>	This tool provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.
<a href="#">Product Security Role Report</a>	The Product Security Role Report provides a list of all users who have been granted specific Product Security Roles.