

# Device Management

Last Modified on 03/18/2026 10:43 am CDT

## Tool Search: Device Management

The Campus Mobile Payments app is used to pay for purchases using a credit or debit card on a mobile device such as a smartphone or tablet. An M2 card reader is used to process the credit/debit card.

The app can be used at an event hosted by a school or the district. For example, a mother purchases basketball tickets with her credit card or a father uses a debit card to purchase cookies at a bake sale.

The devices used to record the purchases may include those owned by the school, staff, or parents/volunteers working at the event. These devices need to be set up in Infinite Campus using the Device Management tool and the Campus Mobile Payments app must be installed on the devices.

When the device is ready to be used at an event, the Campus Mobile Payments app is launched on the device and scans a QR code. This gives the device access to events at the schools it has been specifically assigned to. After entering a pre-assigned Cashier PIN, the device is connected to a specific event.

If a card is chip-enabled, it *must* use the chip (insert or tap) first. Only after three failures to read the chip is the swipe enabled for that card. If a card does not have a chip installed, you can swipe it.

## Hardware

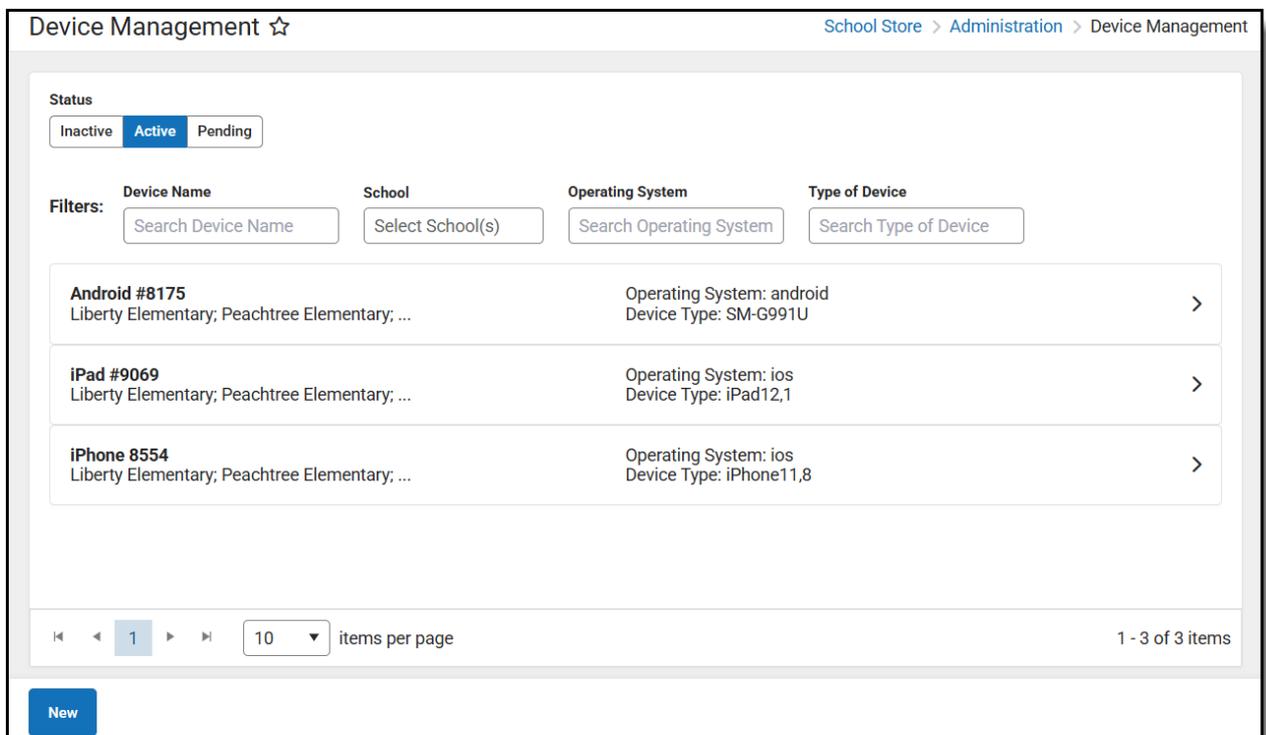
| Hardware   | Its Function   |
|--|--|
| <b>Android 12 (or greater) Device<br/>or Apple iOS 14 (or greater) Device</b>                                      | The Campus Mobile Payments app needs to be installed on the device. The device will be used to record purchases made a card reader.  |
| <b>Stripe Reader M2</b><br><br> | A Bluetooth device that works with the Campus Mobile Payments app to record credit/debit card purchases. For more information, read the <a href="#">Stripe Reader M2</a> instructions. |

# Tool Rights

Users can only view devices assigned to schools to which they have rights. If a device is assigned to multiple schools, users can modify the device for the schools to which they have rights.

- R = users can view the devices on the Device Management tool.
- W = users can view and modify existing devices.
- A = Users can view, modify, and add new devices.
- D = Users can view, modify, add, and delete existing devices. A device can still be deleted even if purchases and payments were recorded on it. These transactions are retained for the Sales report.

# Viewing Devices

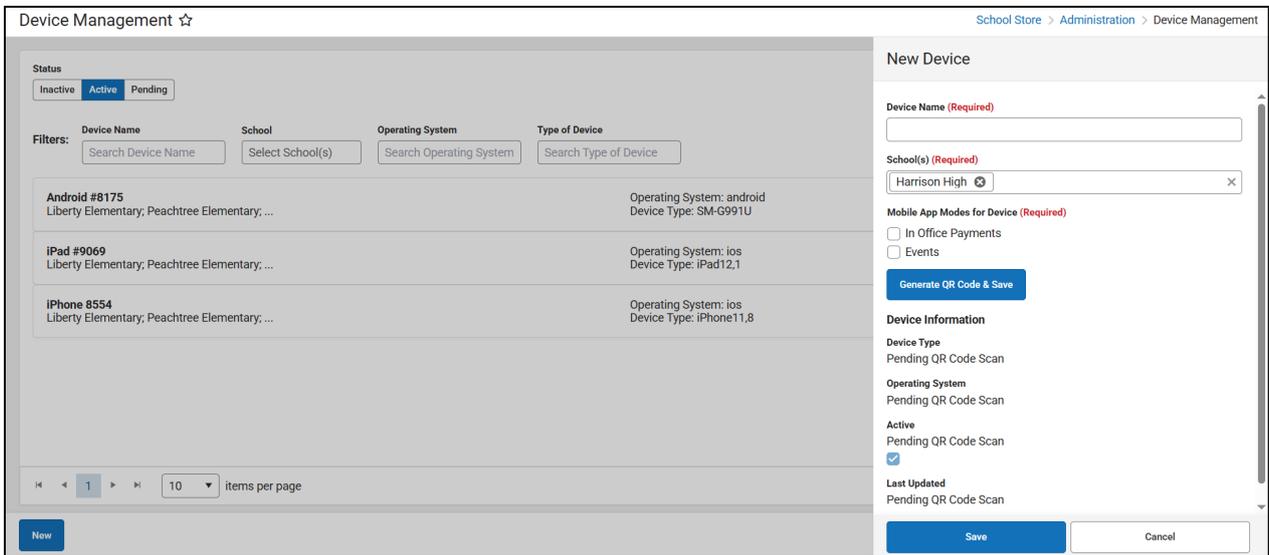


The initial view of the Device Management tool is a summary list of all devices. This summary list can be searched based on the following options:

| Option | Description |
|--------|-------------|
|--------|-------------|

|                       |  |
|-----------------------|--|
| <p><b>Status</b></p>  | <p><b>Status</b> consists of three buttons:</p> <ul style="list-style-type: none"> <li>• When <b>Inactive</b> is clicked, devices currently not in use are displayed. These are devices that have scanned the QR code but have the <b>Active checkbox unmarked</b>.</li> <li>• Devices that are ready to be used at an event appear when the <b>Active</b> button is clicked. The QR code has already been scanned on these devices.</li> <li>• When <b>Pending</b> is clicked, these devices have not scanned the QR code. Scanning the QR code registers the device to be used for an event at the schools in which the device is assigned.</li> </ul> |
| <p><b>Filters</b></p> | <ul style="list-style-type: none"> <li>• <b>Device Name:</b> A filter to narrow down the list of devices. Enter all or part of the device's name.</li> <li>• <b>School:</b> Search for devices assigned to certain schools. One or more schools can be selected.</li> <li>• <b>Operating System:</b> Search for devices by operating system such as IOS, Android, etc.</li> <li>• <b>Type of Device:</b> Search for devices based on the type of device such as iPad, Pixel, etc.</li> </ul>   |

# Setting Up a New Device



1. Click **New**. The New Device panel displays.
2. Enter the **Device Name**. This is a required field. The name must be unique across the district.
 

**TIP:** Developing a naming convention such as *School Name-Department-DeviceType* can be helpful for users with access to All Schools.

Example names: Harrison HS iPad, Arthur Elem Samsung Tablet, District Communication's iPad.

3. The school appearing in the Context Switcher is the default in the **School(s)** dropdown list.
  - Multiple schools can be selected.
  - Only schools to which you have tool rights display on the **School(s)** dropdown list.
  - Remove schools by clicking the  next to the school's name.
4. Select the **Mobile App Modes for Device**. These selections determine whether the device can be used to process payments for events and/or in office.
5. Click the **Generate QR Code & Save** button.

The QR code must be generated before the device can be saved.

The QR code displays, and it will expire in 30 minutes. If the QR code expires, a new one can be generated by clicking the **Refresh QR Code** button.

A device can scan the QR code at this point if the Campus Mobile Payments app is installed on it. If the scanning does not take place now, it can be scanned later with a new QR code by clicking the **Refresh QR Code** button.

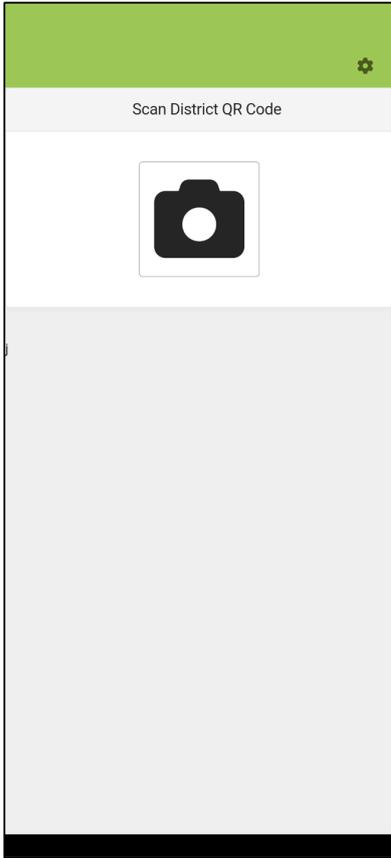
6. Click **Save**. The Device Management screen displays, and the new device appears when the **Pending** button is clicked from the **Status** button group.

## Scanning the QR Code on a New Device

New devices need to scan a QR code before they can be used at an event.

### Before You Start

- Make sure the device is set up in Infinite Campus. If not, read [Setting Up a New Device](#) in this article.
  - Download the Campus Mobile Payments app from your app store to the device.
  - Launch Infinite Campus, navigate to *School Store > Administration > Device Management* and click the **Pending** button from the **Status** group.
  - Select the device. When the side panel displays, click the **Refresh QR Code** button.
1. Launch the Campus Mobile Payments app on the device. The Scan District QR Code screen appears.



2. Tap the camera icon.



3. Scan the QR code in Infinite Campus with the device. The device is connected to Infinite Campus, and the user will be able to access an active event or the In Office/Pending Transactions for the school that is assigned to the device.
  - In Infinite Campus, the following fields under **Device Information** get updated in the side panel:  
**Device Type**, **Operating System**, and **Last Updated**, and the **Active** checkbox is marked.

iPhone 2527

**Device Name (Required)**

**School(s) (Required)**

**Mobile App Modes for Device (Required)**  
 In Office Payments  
 Events



**Device Information**

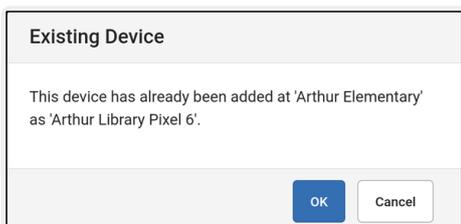
Device Type  
Apple iPhone14,7

Operating System  
ios

Active

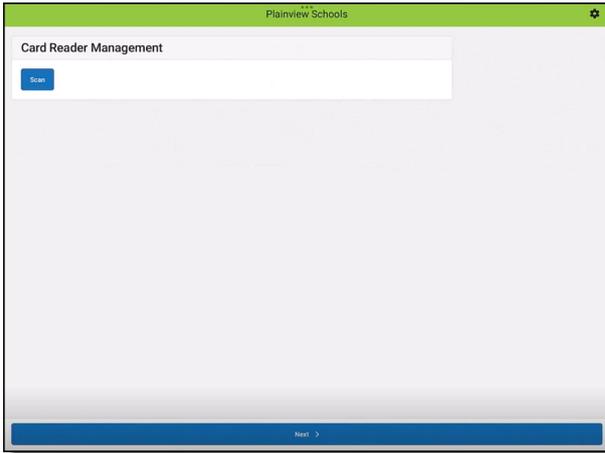
Last Updated  
6/27/25, 12:54 PM

- Infinite Campus recognizes this device. If a user attempts to add the same device again within the same school, the Existing Device message displays on the device after scanning the QR code.

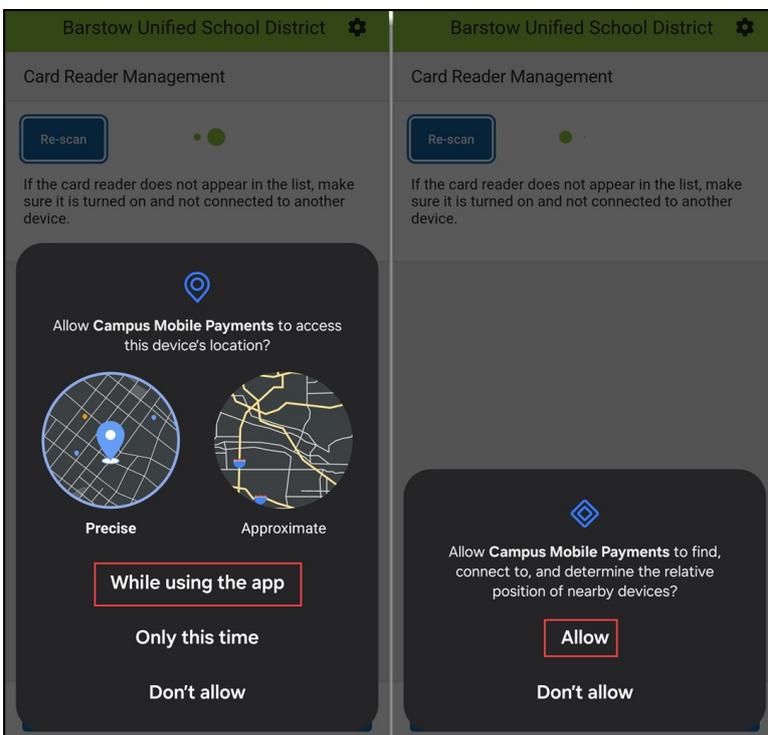


*Example of Existing Device Message*

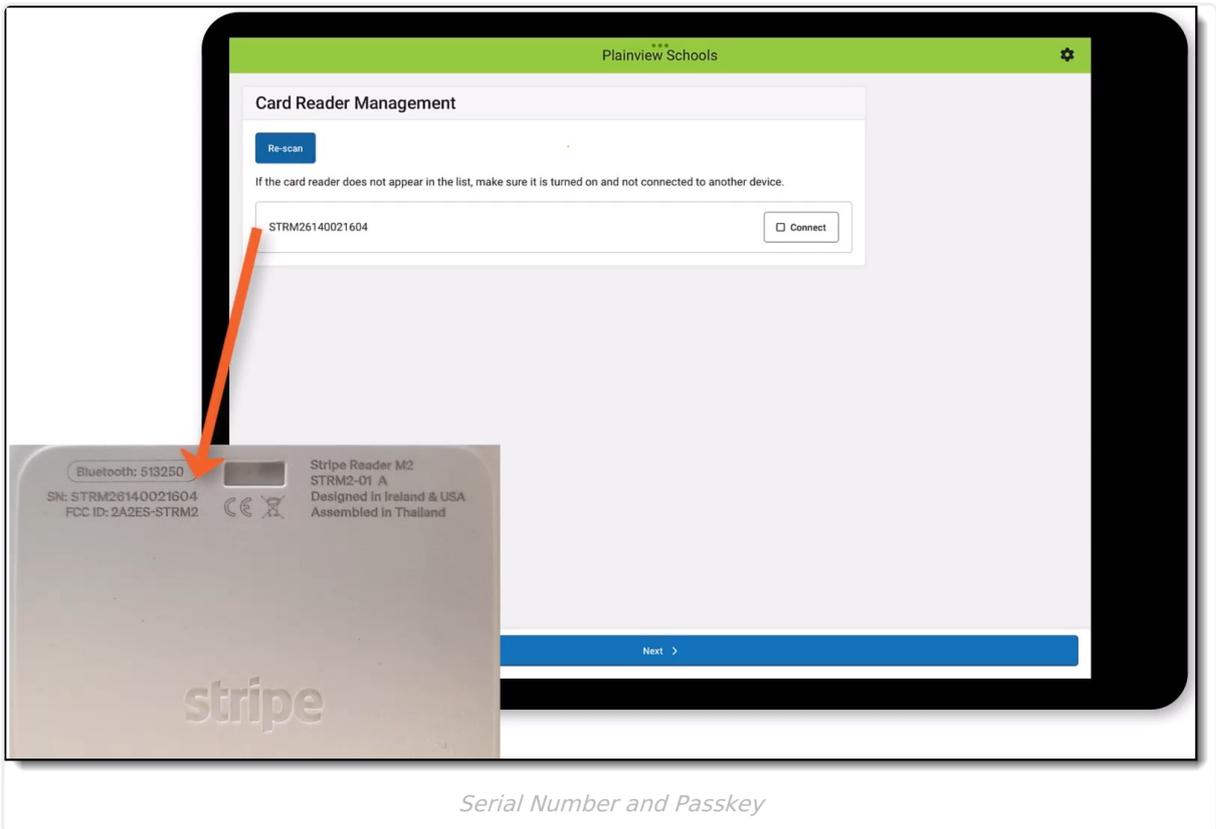
- If a user attempts to add a pre-existing device for a *different* school, the device does **NOT** get created for that school. Instead, the new school is added to the **School(s)** field of the existing device after the QR code is scanned.
4. Click the **Save** button. The side panel closes and clicking the **Active** button in the **Status** button group displays this device.
  5. Turn on the card reader and place it next to the device, and then tap **Scan**. Location and Bluetooth pairing must be allowed in order to use the app.



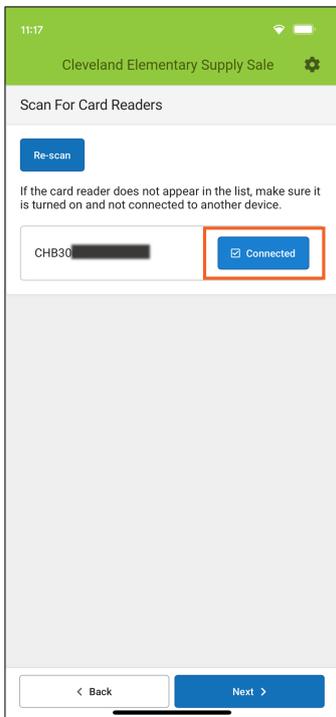
6. Depending on your device, you may see one or both messages below. Select the response(s) in the orange box(es). Location and Bluetooth pairing must be enabled to use the app.



7. A list displaying one or more serial numbers for card readers appears. Compare the serial number on the back of the card reader with the list.

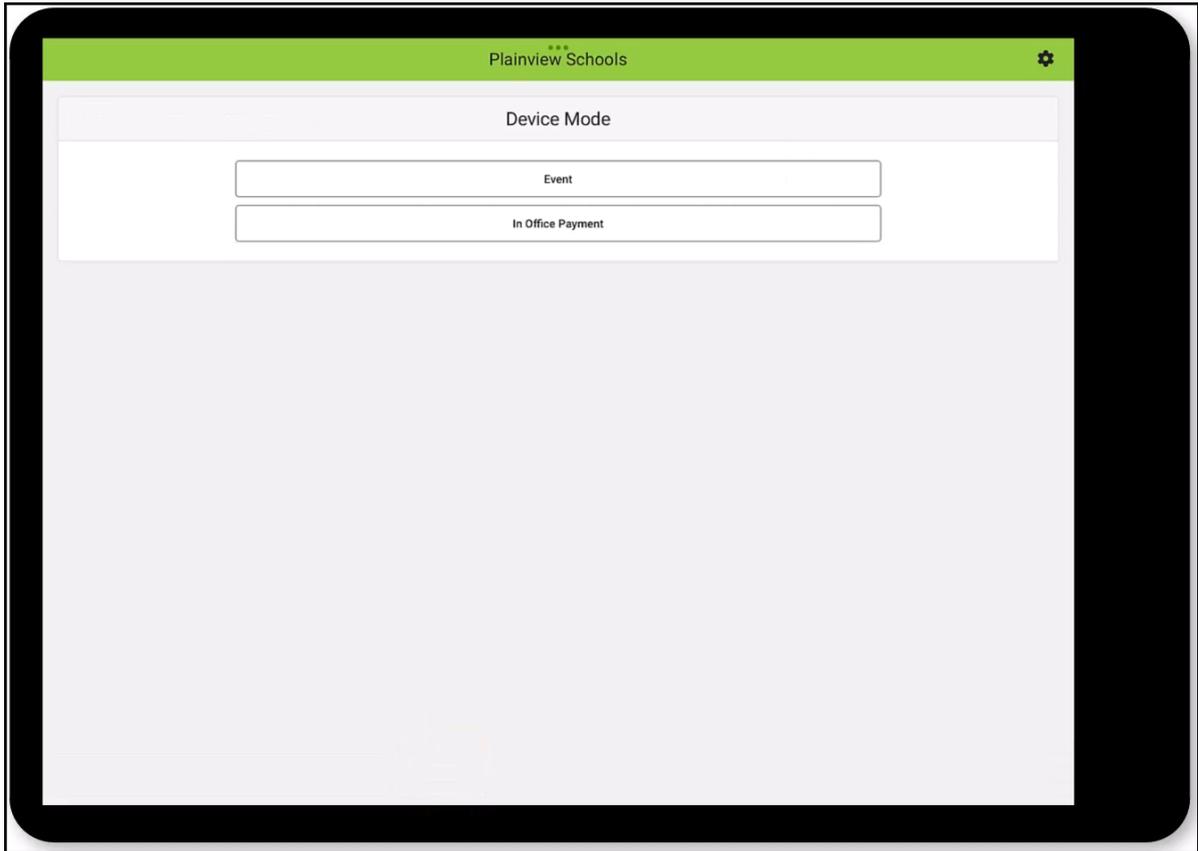


8. Tap the **Connect** button for the serial number that matches your card reader.
9. When the green dots stop displaying and you see the **Connected** message next to the serial number, tap **Next**.



10. If the device is set up exclusively for Events, you'll see the Event PIN Entry screen. If it's registered solely for In Office payments, you'll be directed to the In Office/Pending Transactions screen. If both options are enabled on the device, the Device Mode screen will

appear.



## Editing a Device

Devices with a status of Inactive, Active, or Pending can be edited.

1. Find the device by clicking one of the **Status** buttons: **Inactive**, **Active**, or **Pending**.
2. Select the device. The side panel for that device displays.
3. If you have the rights, make the changes to the **Device Name**.  
Schools can be added or removed from the **School(s)** field if you have rights to those schools.  
The device can be [deactivated](#) or [reactivated](#) by unmarking or marking the **Active** checkbox.
4. Click the **Save** button.

## Deleting a Device

Devices with a status of Inactive, Active, or Pending can be deleted. Users can delete a device **IF** they have rights to all of the schools listed in the School(s) field.

This device can be used at all of the schools listed in the School(s) field. This user can **NOT** delete this device because they have rights to three of the schools only; they do **NOT** have rights to the other schools (in gray).

This user can delete this device because they have rights to all of the schools listed in the School(s) field.

If a device was used to record payments, the payment information is still retained for the Sales report after the device has been deleted.

1. Find the device by clicking one of the **Status** buttons: **Inactive**, **Active**, or **Pending**.
2. Select the device. The side panel for that device displays.
3. Click the **Delete** button. The **Confirm Delete** message displays.

4. Click the **Delete** button to remove the device. Click the **Keep** button if the device should not be removed.

## Deactivating a Device

Devices with a status of Active can be deactivated. Devices with a status of Inactive can be reactivated.

1. Find the device by clicking the **Active** button from the **Status** group.
2. Select the device. The side panel for that device displays.
3. Unmark the **Active** checkbox.
4. Click the **Save** button. The device has a status of Inactive.

## Reactivating a Device

1. Find the device by clicking the **Inactive** button from the **Status** group.
2. Select the device. The side panel for that device displays.
3. Mark the **Active** checkbox.
4. Click the **Save** button. The device has a status of Active.

## Uninstalling Campus Mobile Payments from a Device

Campus Mobile Payments can be removed and reinstalled on a mobile device. Below are the steps that need to be done after reinstalling the app.

### Android Devices

1. Locate the device by clicking any of the buttons in the **Status** button group: **Inactive**, **Active**, or **Pending**.
2. Select the device. The side panel displays.
3. Click the **Refresh QR Code** button.
4. Scan the QR code with the Android device.
5. Click the **Save** button in the side panel. The record for that device in the Device Management tool has been updated.

### iOS Devices

After reinstalling Campus Mobile Payments app on an iOS device, the record for that device will no longer be usable in the Device Management tool; Infinite Campus no longer recognizes the device due to the way the device's information is updated for iOS devices. The current device record in Device Management needs to be deleted and recreated by following the steps below.

1. Locate the device by clicking any of the buttons in the **Status** button group: **Inactive**, **Active**,

or **Pending**.

2. Select the device. The side panel displays.
  3. Click the **Delete** button. The Confirm Delete message displays. Click the **Delete** button.
  4. Re-create a new record for the iOS device by following the steps in [Setting Up a New Device](#).
-