

# Enable or Disable Campus Payments [.2112-.2447]

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## Getting Started

Before a district can begin using Campus Payments, a number of tasks must be completed.

Districts must fill out all the appropriate Campus Payments application paperwork. The application process includes an Infinite Campus contract addendum, any required/requested training, credit application and the [Merchant Signup](#). Infinite Campus will provide you with additional information on how to get Campus configured to start using your new merchant account with Campus Payments.

## Enable Campus Payments

Tool Search: [Payments Setup](#)

Once a district has completed the application process, payment information must be added within Campus before Payments can be enabled.

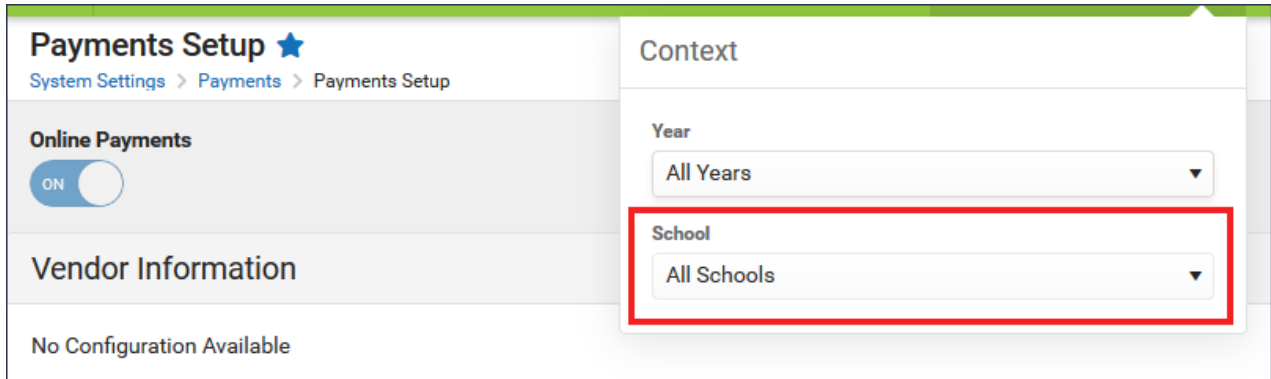
Only a district administrator with tool rights to All Years and All Schools can toggle Online Payments on and off.

The following items must be set up at the District level; i.e., All Schools selected in the School dropdown list, before the Online Payments **On/Off** toggle is enabled.

- All [Vendor Information](#).
- At least one [Bank Account](#).

- At least one [Setting](#).
- At least one [Fund Account](#) marked as the default.

To enable Campus Payments for the entire District, after [Payments Setup](#) is complete, switch the Online Payments toggle to **ON**.

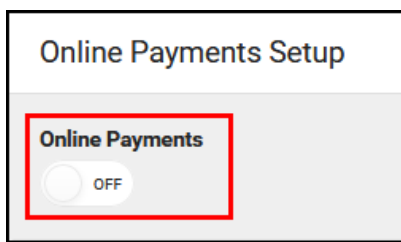


## Disable Campus Payments

Tool Search: Payments Setup

When Campus Payments is disabled, My Cart and My Accounts are not available for Campus Parent and Campus Student users. Users cannot pay fees or add money to a food service account and recurring payments are disabled.

To disable Campus Payments for the entire District, switch the Online Payments toggle to **OFF** in *System Administration > Payments > Payment Setup*.



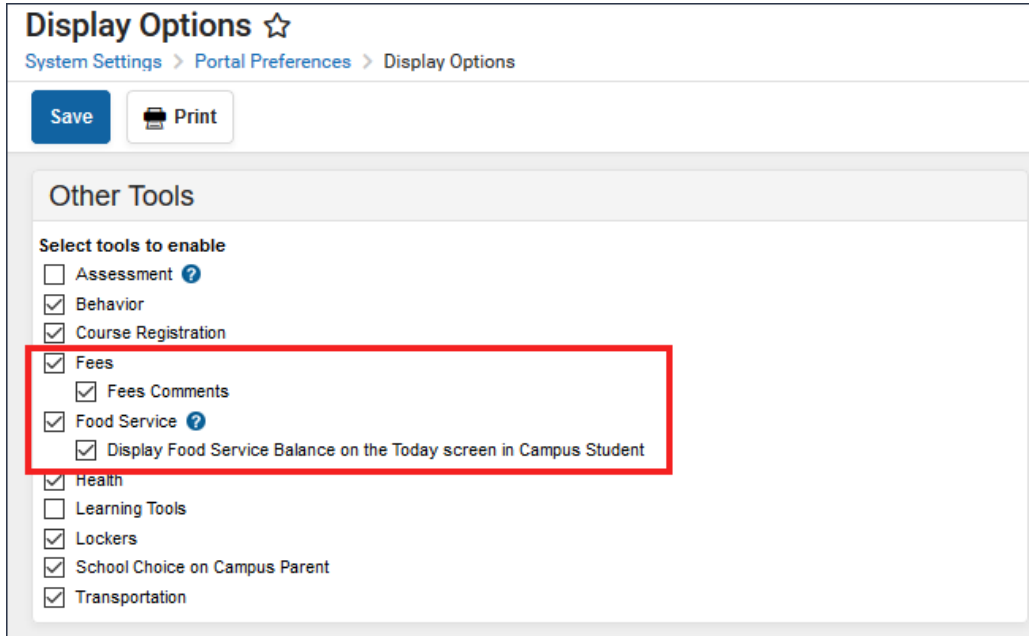
## Change Campus Parent and Campus Student Display Options

Tool Search: Display Options

After Campus Payments is set up, preferences can be changed to enable or disable Fees and Food Service in Campus Parent and Campus Student.

These options must be set up for each school within a district. To enable an option, mark the checkbox next to the tool you want to enable.

When the Fees or Food Service tool is enabled, payment types must be enabled in the [Payments Setup tool](#) for individual schools before users can make payments.



**Display Options** ☆

System Settings > Portal Preferences > Display Options

Save Print

**Other Tools**

Select tools to enable

- Assessment ?
- Behavior
- Course Registration
- Fees
  - Fees Comments
- Food Service ?
  - Display Food Service Balance on the Today screen in Campus Student
- Health
- Learning Tools
- Lockers
- School Choice on Campus Parent
- Transportation

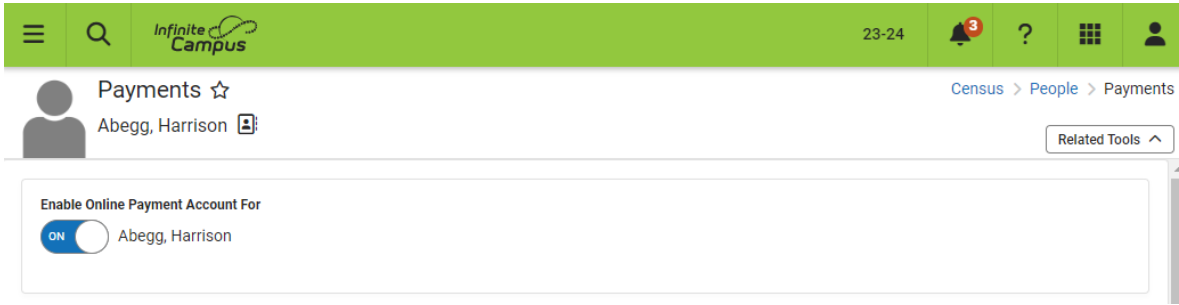
## Remove a User's Ability to use Online Payments

Tool Search: Payments

The Payments tab provides the option to remove the person's access to [online payments](#). When turned off, the person cannot use [My Cart](#) to make payments.

By default, users may make payments for any Fee regardless of the calendar in which the Fee was assigned. This also means that payments can be made for students who do not have an active enrollment.

If you disable Online Payments, [recurring payments](#) set up by this person are automatically stopped.



# Payments Tool Rights

Tool Search: Tool Rights

In order to properly configure and use Payments functionality, users must be assigned the appropriate tool rights.

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the Payments folder assigns RW rights to all tools within that folder, including any subrights.

See the [Tool Rights \(Payments\)](#) article for more information.

Users must have Modify tool rights to the appropriate school calendar(s) in order to have access to schools when setting up bank accounts. The user responsible for setting up Online Payment Information within Campus MUST have modify rights to at least one calendar and full tool rights to the Payments module.

## Tool Rights ☆

User Management > User Accounts > Tool Rights

### User Tool Rights

This tool allows you to edit the tool rights for a user. Granting tool rights enables users to view and use tools in the Navigation.

### Tool Tree

Search Campus Tools

Select Tag Filters

▼ System Settings

▼ Payments

▼ Payments Reporter

District Payments

▼ Payments Setup

Vendor Information

Settings

Bank Accounts

Fund Accounts

Recurring Payments Report

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

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