

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.

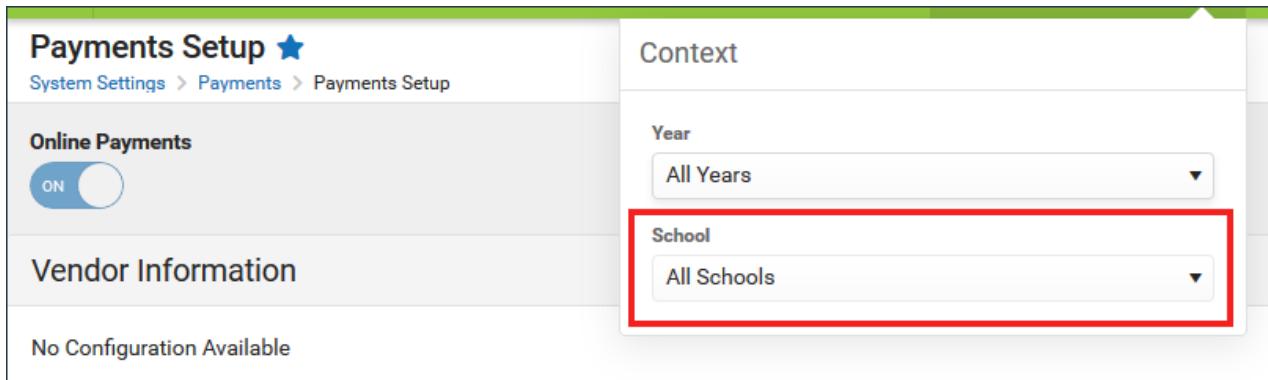
Only a district administrator with tool rights to All Years and All Schools can toggle Online Payments on and off.

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**.



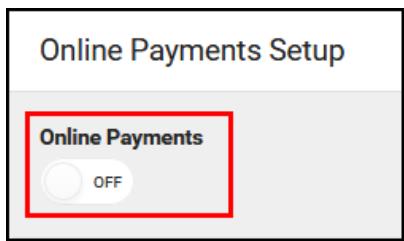
The screenshot shows the 'Payments Setup' page. On the left, under 'Online Payments', a toggle switch is set to 'ON'. On the right, under 'Context', there are two dropdown menus: 'Year' (set to 'All Years') and 'School' (set to 'All Schools', which is highlighted with a red box).

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*.



The screenshot shows the 'Online Payments Setup' page. Under 'Online Payments', a toggle switch is set to 'OFF' and is highlighted with a red box.

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 

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.



Enable Online Payment Account For



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

Payments Select Tag Filters

▼ **System Settings** 

- ▼ Payments 
- ▼ Payments Reporter 
- ▼ Payments Setup 
- Vendor Information 
- Settings 
- Bank Accounts 
- Fund Accounts 
- Recurring Payments Report

	None	Read	Write	Add	Delete
Payments	None	Read	Write	Add	Delete
Payments Reporter	None	Read	Write	Add	Delete
Payments Setup	None	Read	Write	Add	Delete
Vendor Information	None	Read	Write	Add	Delete
Settings	None	Read	Write	Add	Delete
Bank Accounts	None	Read	Write	Add	Delete
Fund Accounts	None	Read	Write	Add	Delete
Recurring Payments Report	None	Read	Write	Add	Delete