User Account Letter Builder - Start here

Last Modified on 07/28/2026 4:50 pm CDT

The User Account Letter Builder allows you to generate user account-based letters for specific Campus users based on filter criteria.

How-to guides

Build a Letter

- Build a new account letter | Video

Examples/Scenarios

- Activation letters for newly imported/created Campus Portal accounts
- Remind staff that their Campus Portal account is about to expire
- Inform users of newly created user accounts

Explanation

- Learn about filter operations