Account Management Wizard - Start here

Last Modified on 10/29/2026 12:40 pm CDT

Point of Sale (POS) tools are available with Campus Food Service.

The Account Management Wizard is used by Campus Point of Sale customers to complete tasks related to the management of POS accounts.

Tutorials

- Account Management Wizard - Video

How-to guides

- Inactivate Student Accounts
- Inactivate Staff Accounts
- Remove PINs
- Adjust Balances on Inactive Accounts
- Transfer Patron Account Data
- Inactivate Accounts and Remove PINs (Student)
- Inactivate Accounts and Remove PINs (Staff)

Explanation

Wizard Options

- How inactivating an account works
- How removing PINs works
- How adjusting balances on inactive accounts works
- How transferring patron data works
- How inactivating and removing PINs simultaneously works

Interpret Account Management Report

- Inactivate Accounts
- Remove PINs
- Adjust Balances
- Transfer Patron(s) Account
- Inactivate Accounts and Remove PINs

Reference

Administrator Setup

- Account Management Wizard Tool Rights