

# Account/PIN Import Tool Rights

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The **Account/PIN Import** tool uploads and matches data for the initial import of student and staff Food Service/POS accounts.

See the [Account/PIN Import](#) article to learn how to use this tool.

These tools are only available to customers who have purchased **Campus Point of Sale** as add-on functionality. To learn more about how these tools are used, see the articles in the [Food Service Administration](#) category.

Account/PIN Import ☆
Food Service > Administration > Account/PIN Import

✓

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Before You Begin
Template Download & File Upload
Data Matching
Test and Final Import

Instructions

This import tool is intended to walk the user through the upload and data matching for the initial import of student and staff food service/point of sale accounts. Once the import is completed, this tool cannot be used again.

Answer the questions below to determine if you can use this tool. If a district is not able to use this import tool based on the questions below, contact Support for assistance.

Setup

Does the legacy food service system have Family/Household Accounts? \*

☒ No

☐ Yes - This tool can only convert individual accounts; contact Support for assistance

Existing Food Service accounts in the Infinite Campus SIS

☒ There are no existing accounts in Infinite Campus; data conversion can proceed.

The following preferences must be unchecked before proceeding with Food Service data conversion.  
All can be rechecked once data conversion is complete

| PREFERENCE                                   | CURRENT STATE   |
|----------------------------------------------|-----------------|
| Auto Creation of Account with New Enrollment | ✓ OK to proceed |
| Auto Creation of PIN with New Enrollment     | ✓ OK to proceed |
| Set Student Number as PIN                    | ✓ OK to proceed |

PINs

Are PINs being imported? \*

☐ Yes

☒ No - New PINs will be generated during the final import.

☐ No - District will be using Student Number as PIN and District will run "Use Student Number as PIN Wizard" when conversion is complete.

Next

- Only users assigned the **Point of Sale Product Security Role** may assign Point of Sale tool rights to other Campus application users.
- See the [Product Security Roles](#) article to learn how security roles function within a multi-product or premium product environment.

## Available Tool Rights

| R                                 | W   | A                                           | D   |
|-----------------------------------|-----|---------------------------------------------|-----|
| View import history and templates | N/A | Import account/PIN data from external files | N/A |

## Suggested User Groups

See [User Groups and Suggested Roles](#) for more information.

- [Food Service Director/Manager](#)