

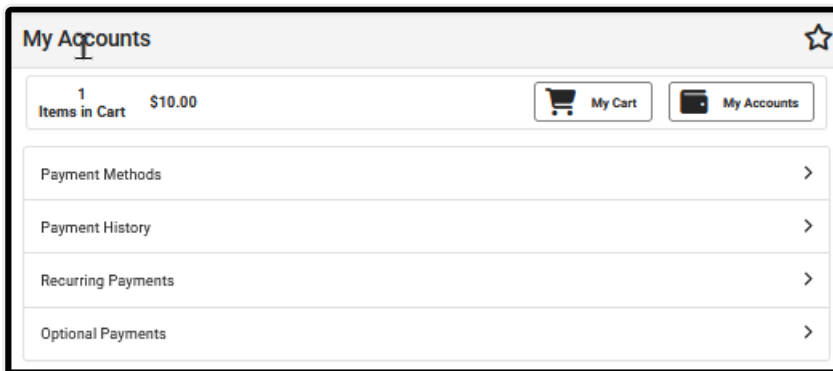
Payments (My Account) Tool Rights

Last Modified on 07/29/2026 3:37 pm CDT

The **My Account** tools allow users to view and manage specific types of personal information, data, and settings stored in Campus.

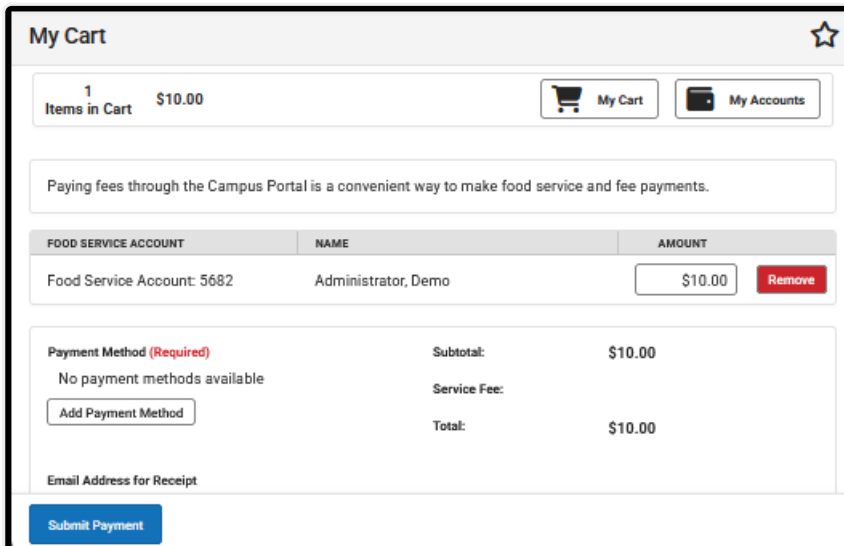
Payments tools (**My Cart** and **My Accounts**) are not found in the Tool Rights Editor. Access is controlled by a combination of district-level settings and other tool rights.

[Campus Payments](#) must be enabled for the district in order to use these tools. See the [My Cart](#) and [My Accounts](#) articles to learn more about how these tools are used.



The screenshot shows the 'My Accounts' tool interface. At the top, it says 'My Accounts' with a star icon. Below this, there's a summary bar showing '1 Items in Cart' and '\$10.00'. To the right of this bar are two buttons: 'My Cart' (with a shopping cart icon) and 'My Accounts' (with a wallet icon). Below the summary bar, there's a list of links with right-pointing chevrons: 'Payment Methods', 'Payment History', 'Recurring Payments', and 'Optional Payments'.

My Account > Payments > My Accounts



The screenshot shows the 'My Cart' tool interface. At the top, it says 'My Cart' with a star icon. Below this, there's a summary bar showing '1 Items in Cart' and '\$10.00'. To the right of this bar are two buttons: 'My Cart' (with a shopping cart icon) and 'My Accounts' (with a wallet icon). Below the summary bar, there's a text box that says 'Paying fees through the Campus Portal is a convenient way to make food service and fee payments.' Below this, there's a table with three columns: 'FOOD SERVICE ACCOUNT', 'NAME', and 'AMOUNT'. The table has one row with the following data: 'Food Service Account: 5682', 'Administrator, Demo', and '\$10.00'. To the right of the '\$10.00' value is a red 'Remove' button. Below the table, there's a section for 'Payment Method (Required)' which says 'No payment methods available' and has an 'Add Payment Method' button. To the right of this, there's a summary of charges: 'Subtotal: \$10.00', 'Service Fee:', and 'Total: \$10.00'. At the bottom, there's a field for 'Email Address for Receipt' and a blue 'Submit Payment' button.

My Account > Payments > My Cart

Available Tool Rights

Employee Self Service
Main Tools
My Fees
My Food Service
My School Store

☐ All
☒ Read
☐ Write
☐ Add
☐ Delete

Payments-Related Tool Rights

Users need Read rights to at least one of these tools to view the My Cart and My Accounts tools. Payment information that displays in My Accounts and My Cart is dependent on which tool(s) the user has access to.

Tool	R	W	A	D
My Food Service (food service/cafeteria payments)	View account balances and payment history.	Make food service payments.	Set up recurring payments.	Cancel recurring payments.
My Fees (fee payments)	View account balances and payment history.	Pay fees.	Set up recurring payments.	Cancel recurring payments.
My School Store (school store purchases)	View account balances and payment history.	Order items from school store.	N/A	N/A

Suggested User Groups

Create User Groups as appropriate for your district's needs.

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