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Infinite Campus

> This article provides the steps you must complete for setting up Campus to use the Student Number as PIN tool. For more information about this tool see the Set Student Number as Pin Wizard article.

Step	Action	Example
1	Classic View: System Administration > Preferences > System Preferences > Allow access to Student Number as PIN Features Search Terms: System Preferences Turn on the Student Number as PIN feature by setting the System Preference Allow access to Student Number as PIN Features to Yes.	System Preferences ☆     System Settings > System Preferences > System Preferences     Save     Days to Flag Roster Additions   10     Students added to a section will appear on r     NGA Cohort Years after NCLB   2     Enable Ed-Fi   No     Allow access to Student Number   Yes     User access to Student Number   Yes     User access to the new look of   All Users     Campus (Try New Look)   All Users
2	Classic View: Point of Sale > POS Preferences > General Search Terms: POS Preferences Mark the following checkboxes on the POS Preferences > General tab. • Auto creation of PIN # when a new enrollment record is added • Auto creation of PIN - Use Student Number as PIN	General Preferences :     POS Preferences     Control for form     Biological Status     Biological Status  <



Step	Action	Example
3	Classic View: Student Information > Reports > Duplicate IDs Search Terms: Duplicate ID Use the Duplicate IDs Report to check for and fix duplicate student IDs.	Duplicate IDs Report ☆     Student Information > Reports > Duplicate IDs Report     Duplicate IDs Report     This report will list students that have the same Local Ds or State Ds.     Which duplicate records would you like to include in the report?     ● Local D     ● State D     How would you like the report sorted?     ● Name     ● Local D     ● State D     Report Format     PDF     Generate Report
4	Classic View: Point of Sale > Account Maintenance > Account Management Wizard Search Terms: Account Management Use the Account Management Wizard to remove PINs from inactive students.	Account Management Wizard Select the mode to begin. Mode Inactivate accounts Remove PINS Inactivate accounts and Remove PINS Adjust balances on inactive accounts Transfer Patron Account
5	Classic View: Point of Sale > POS Preferences > PIN Auto Generate Search Terms: PIN Auto Gen To avoid creating PINs that conflict with student IDs, set the Account PIN Number of PIN Digits to a number that does NOT equal the same number of digits as a student ID.	PIN Auto Gen Preferences ☆     Food Service > Setup > PIN Auto Gen Preferences     Save     PIN Preference Editor     Type     Cashier PIN     Cashier PIN     Manager PIN
6	Classic View: Point of Sale > Account Maintenance > Set Student Number as PIN Wizard Search Terms: Set Student Number Run the Student Number as PIN wizard. Run the Wizard in Test mode, resolve any errors, then run in Update mode.	Set Student Number is PIN Wizard

