

## **User Account Messenger**

Last Modified on 10/22/2022 10:10 am CDT

**Classic View:** System Administration > User Security > Batch and Import Wizards > User Account Messenger

Search Terms: User Account Messenger

The User Account Messenger tool allows you to send Campus user account-related emails to a specific set of people based on search criteria or Ad hoc filter.

The article explains the following:

- Prerequisites
- Building and Sending an Account Message
- User Account Messenger Examples/Scenarios
  - Build Activation Messages for Newly Imported/Created Campus Portal Accounts
  - Remind Staff their Campus Portal Account is About to Expire
  - Informing Users of Newly Created User Accounts
  - Establishing a Recurring User Account Activation Message
  - Parent Has No Account and Needs to Create One

A primary function of this tool is its ability to email user account activation messages to users without Campus Portal accounts or who have recently had a user account created via the User Account Batch Import Tool or Account Security Preferences.

For staff accounts created via the User Account Batch Import Tool or Account Security Preferences, this tool may be used to email notifications by using a staff member individual search or a Census/Staff based Ad Hoc filter and bypassing the activation URL and expiration date.

User Management > Main Tools > User Account Messenger         User Account Messenger         User Account Messenger will send security account-related messages to Messenger contacts for student and/or staff and/or parent and guardian accounts based apecific expiration date filter, or you can select annongst the student or person (Census/Staff) based Ad Hoc filter or utilize an additional auto-generated guardian selection which is based upon a student based Ad Hoc filter.         Additional functionality includes the ability to generate messages with a unique account activation URL and an expiration date for the end user to log on. This expiration date can be set in the filter or this scol for more detailed information.         Additional functionality includes the ability to generate messages with a unique account activation URL and an expiration date for the end user to log on. This expiration date can be set in the filter or this scol for more detailed information.         As with the standard Messenger functionality, the Template Name and User/Group can be changed after selecting Save or Copy.         User/Group       User         Ver the filter or theria for User Account Builder:         Deliver to:       Student         Student       Student         Student based Ad Hoc Filters       Template         Consus/Staff based Ad Hoc Filters       Template         <	User Account Messenger ☆							
The User Account Messenger will send security account-related messages to Messenger contacts for student and/or staff and/or parent and guardian accounts based upon the criteria selected in the filter criteria section below. You can select between a generic Student. Staff or Parent/Guardian with a force change password setting or a specific expiration date filter, or you can select amongst the student or person (Census/Staff) based Ad Hoc filter or utilize an additional auto-generated guardian selection which is based upon a student based Ad Hoc filter.  Additional functionality includes the ability to generate messages with a unique account activation URL and an expiration date for the end user to log on. This expiration date can be set in the filter criteria section below and will always be required when the uniqueLinkActivationURL Campus field is selected in the Messenger editor. Please see the associated help for this tool for more detailed information.  As with the standard Messenger functionality, the Template Name and User/Group can be changed after selecting Save or Copy.  User/Group User  Template Template Rever Save Copy Delete Enter the filter criteria for User Account Builder: Deliver to: Individual Search Student Force Change Password Expiration Date Student based Ad Hoc Filters Tence Change Password Expiration Date Student based Ad Hoc Filters	User Management > Main Tools > User Account Messenger							
upon the criteria selected in the filter criteria section below. You can select between a generic Student, Staff or Parent/Guardian with a force change password setting or a specific expiration date filter, or you can select amongst the student or person (Census/Staff) based Ad Hoc filter or utilize an additional auto-generated guardian selection which is based upon a student based Ad Hoc filter.  Additional functionality includes the ability to generate messages with a unique account activation URL and an expiration date for the end user to log on. This expiration date can be set in the filter criteria section below and will always be required when the uniqueLinkActivationURL Campus field is selected in the Messenger editor. Please see the associated help for this tool for more detailed information.  As with the standard Messenger functionality, the Template Name and User/Group can be changed after selecting Save or Copy.  User ▼ Template  new> ▼ Save  Copy  Delete  Enter the filter criteria for User Account Builder:  Deliver to:  Individual Search Student Staff Member Parent/Guardian Force Change Password Expiration Date Student based Ad Hoc Filters	User Account Messenger							
Enter the filter criteria for User Account Builder: Deliver to: Individual Search Student Student Staff Member Parent/Guardian Force Change Password Expiration Date Student based Ad Hoc Filters	The User Account Messenger will send security account-related messages to Messenger contacts for student and/or staff and/or parent and guardian accounts based upon the criteria selected in the filter criteria section below. You can select between a generic Student, Staff or Parent/Guardian with a force change password setting or a specific expiration date filter, or you can select amongst the student or person (Census/Staff) based Ad Hoc filter or utilize an additional auto-generated guardian selection which is based upon a student based Ad Hoc filter. Additional functionality includes the ability to generate messages with a unique account activation URL and an expiration date for the end user to log on. This expiration date can be set in the filter criteria section below and will always be required when the uniqueLinkActivationURL Campus field is selected in the Messenger editor. Please see the associated help for this tool for more detailed information.							
Deliver to: Individual Search Student Staff Member Parent/Guardian Force Change Password Expiration Date Student based Ad Hoc Filters	User/Group User   Template <new>  Save Copy Delete</new>							
<ul> <li>Individual Search</li> <li>Student</li> <li>Staff Member</li> <li>Parent/Guardian</li> <li>Force Change Password</li> <li>Expiration Date</li> <li>Student based Ad Hoc Filters</li> </ul>	Enter the filter criteria for User Account Builder:							
Student Staff Member Parent/Guardian Force Change Password Expiration Date Student based Ad Hoc Filters	Deliver to:							
Staff Member Parent/Guardian Force Change Password Expiration Date Student based Ad Hoc Filters	O Individual Search							
Parent/Guardian     Force Change Password     Expiration Date     Student based Ad Hoc Filters	⊖ Student							
Force Change Password Expiration Date Student based Ad Hoc Filters								
Expiration Date Student based Ad Hoc Filters								
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Census/Staff based Ad Hoc Filters (Portal Accounts)	V Student based Ad hoc milets							
Census/Staff based Ad Hoc Filters (Staff Accounts)								

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Accou	nt Activa	ation		vniratio	on Date	• 11/15	2017							
Account	IL ACUM			Apriano	Jii Date		2011							
Sender	's Email:	nor	eply@i	nfinitec	ampus.	org								
Messag	ge Subje	ect Us	ser Acc	ount A	ctivation	1								
Messag	ge Body	,												
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Deliver	y Date:	11/	13/201	7	]									
Send E	mails at	t: 09:	18 AM											
						Test		Previev	v/Send					
										_				

Image 1: User Account Messenger Tool

## **Prerequisites**

- Filters need to be created within Filter Designer.
- If sending Campus account activation messages using an import file Ad hoc filter, a file must first be imported via the User Account Batch Import Tool.

## **Building and Sending an Account Message**

The following steps will walk you through the process of building and sending a user account message:

- Step 1. Select a Template
- Step 2. Enter Filter Criteria
- Step 3. Enter an Account Activation URL Expiration Date



- Step 4. Create the Message
- Step 5. Test the Message
- Step 6. Preview and Send the Message

## Step 1. Select a Template

The first step in this process is to select an existing user account messenger template or create a new template (see Image 2).

If an existing template is selected, review Steps 2-4 and begin Step 5.

If a new template is being created, select **<new>** from the **Template** field and proceed to Step 2.



Image 2: Selecting a Template

### Step 2. Enter Filter Criteria

The next step is enter filter criteria. This will determine which Campus users will receive the email message. Use the table below for help in understanding each option.

ite ( am	ipus
Ente	er the filter criteria for User Account Builder:
Deli	iver to:
0	Individual Search
	O Student
	O Staff Member
	O Parent/Guardian
	Force Change Password
	Expiration Date
0	Student based Ad Hoc Filters
	T
0	Census/Staff based Ad Hoc Filters (Portal Accounts)
0	Census/Staff based Ad Hoc Filters (Staff Accounts)
0	Guardians of Student based Ad Hoc Filters

Image 3: Entering Filter Criteria

Field	Description						
Individual Search	<b>Student -</b> If selected, email messages will be sent to all students within the calendar selected in the Campus toolbar.						
	<b>Staff Member -</b> If selected, email messages will be sent to all staff members within the calendar selected in the Campus toolbar.						
	<b>Parent/Guardian -</b> If selected, email messages will be sent to all guardians of students with a current or future enrollment record in the selected calendar.						
	<b>Force Change Password -</b> If marked, only students, staff members or parent/guardians who have not completed a pending change password request will be sent an email. This option is especially useful for routinely sending out email reminders to these users.						
	<b>Expiration Date -</b> Only users whose accounts are expiring on this date will be sent the message. This is useful for sending reminder emails to these users.						
Student	Only students meeting this filter's criteria will be sent the message.						
based Ad Hoc Filters	You can build effective user account-related filters using the Ad Hoc Reporting Query Wizard .						



Field	Description
Census/Staff based Ad Hoc Filters	Only staff members with a Homepage set to 'Portal' will be sent the message. You can build effective user account-related filters using the Ad Hoc
(Portal Accounts)	Reporting Query Wizard. Selecting this option when building Activation URL messages means the messages will only go to users with a Homepage set to 'Portal' (System Administration > Users > User Account > Homepage) and only staff Portal accounts will be activated.
Census/Staff based Ad	Only staff members with a Homepage set to 'Campus Application' or 'Campus Instruction' will be sent the message.
Hoc Filters (Staff Accounts)	You can build effective user account-related filters using the Ad Hoc Reporting Query Wizard.
	Selecting this option when building Activation URL messages means the messages will only go to users with a Homepage set to 'Campus Application' or 'Campus Instruction' (System Administration > Users > User Account > Homepage) and only staff Campus Application accounts will be activated.
Guardians of Student	Only guardians of students meeting this filter's criteria will be send the message.
based Ad Hoc Filters	You can build effective user account-related filters using the Ad Hoc Reporting Query Wizard.

## Step 3. Enter an Account Activation URL Expiration Date

Once filter criteria has been entered, determine if the message you are creating will contain the **accountManagement.uniqueLinkActivationURL** campus field. If so, the date entered in this field will determine when the unique URL generated within the message will expire. This field will automatically default to 5 days from the current date unless modified.

The **accountManagement.uniqueLinkActivationURL** field generates a unique Campus Portal user account activation URL which email recipients can select to activate their newly created Campus Portal user account. This is especially useful for sending out messages to all users who have had Portal accounts recently created via the User Account Batch Wizard.

See the Building Activation Messages for Newly Imported/Created Campus Portal Accounts section for an example of this feature.

Infinite Contraction Campus	
Guardians of Student based Ad Hoc Filters	
Account Activation URL Expiration Date: 09/07/2014	
Sender's Email: I @infinitecampus.com	

Image 4: Entering an Account Activation URL Expiration Date

### Step 4. Create the Message

Now it is time to create the message being sent. First, enter the **Sender's Email** address and **Message Subject**. This is the email address and email subject that will appear for each recipient.

This field will default to the value entered in the **Default Sender Email Address** field found on the Email Settings tab. This field will be read-only unless the **Allow Custom Sender's Email Address** checkbox is marked on the Email Settings tab.

Sender's Email: iemn@infinitecampus.com
Message Subject User Account Activation
Message Body
¶ B I ⊔ :≡ :≡ र≡ म्≡ म्≡ ⊂⊃ == — A F
Hello individual.firstName
Congratulations on your new Infinite Campus user account! Please use the
following link to begin the process:
http://myspace.infinitecampus.com/campus/portal/helpme.jsp
Here is your key to unlock your new user account:
individual.personGUID
Please logon before accountManagement.uniqueLinkExpirationDate
Thank you!

Image 5: Creating the Message

Begin to write your message in the Message Body. The message body is a WYSIWYG editor which provides standard text formatting as well as the ability to enter Campus Fields. Campus fields are



accessed by selecting the small icon in the upper right-hand corner allow you to generate specific Campus data within the message which will report uniquely for each message recipient (see Image 6).



Image 6: Inserting Campus Fields

For example, in the image below, Campus fields **individual.firstName**, **individual.personGUID** and accountManagement.uniqueLinkExpirationDate are inserted into the message.

When this message is generated, the individual.firstName field will state the recipient's first name, the individual.personGUID will state the recipient's GUID and the accountManagement.uniqueLinkExpirationDate field will indicate when the account activation window will expire (see Image 7).

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Sender's Email: lemm@infinitecampus.com   Message Subject:   Message Body:     IIII     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Hello Nate       Congratulations on your new Infinite Campus user account! Please use the following link to begin the process: <a href="http://myspace.infinitecampus.com/campus/portal/helpme.jsp">http://myspace.infinitecampus.com/campus/portal/helpme.jsp</a> Here is your key to unlock your new user account:       How they appear in a message.         Please logon before 10/01/14       Thank you!

Image 7: Example of Inserted Campus Fields

If you like to attach a file to the message, click the **Choose File** button and locate the file on your hard drive or network. Once selected, click the **Upload** button (see Image 8)

If you need to attach multiple files, attach a Zip file.
Browse and upload an email attachment Choose File ICCS RTI alignment.xlsx Upload Delivery Date: 09/08/2014 Send Emails at: 01:21 PM

Image 8: Attaching a File to the Message

## Step 5. Test the Message

Now that filter criteria has been established and the message has been created, it's time to test the



message before sending it out to users. To test the message, click the **Test** icon. The Send Test Message window will appear, asking you to designate a **Destination Email**, or where you'd like the test message to be sent so that you can ensure it appears correctly and click the Send Test button (Image 9).

Browse and upload an email attachment Choose File No file chosen Upload	
Delivery Date: 09/05/2014	
Send Emails at: 10:34 PM	
Test Preview/Send	Send Test Message
	Please fill in an email address to send a test email.
	Destination Email: test@infinitecampus.com
	Cancel Send Test

Image 9: Testing the Message

Below is an example of a test message received using the message created in Image 7.



Image 10: Example of a Test Message

### Step 6. Preview and Send the Message

If the test message appears correctly and you are ready to send the message, determine the **Delivery Date** (the date the emails will be sent) and the time during the delivery date in which the message should be sent (**Send Emails at**).

Click the **Preview/Send** button. The Preview Message window will appear, describing the amount of email recipients and providing you with the ability to review these recipients by clicking **Review Recipients** (see Image 11).

Delivery Date: 09/05/2014		
	Test Preview/Send	
	Preview Message Click Review Recipients to vi Click Send Message to delive	ew the people and devices.
	Recipient Count Email Count	15 15
	Can	cel Send Message Review Recipients

Image 11: Reviewing Message Recipients

Once Review Recipients is selected, an editor will appear listing each recipient and allowing you to unmark specific people you do not want to receive the message. You may also preview a specific person's message by clicking the small icon in the Preview column (see Image 12).

Review	Recipients					
Clear the checkboxes next to recipients or devices to prevent them from receiving the message. All eligible recipients display. However, only recipients with any of the following delivery devices displayed will receive the message: Process Inbox, email address, or a phone number (when Voice is enabled).						
Sel	ect Save & Return to retain any changes to recipients. Select Cancel to go back to Preview Message without saving changes.					
Save	& Return Cancel					
	Message Preview					
	Recipient Name	▼ Preview				
	lKari ☞ Kari@myisp.com					
	Davis Davis@myisp.com					
	Faiza ✔ Faiza@myisp.com	D				
	Jama					
	Caitlin	D				
_						
	Message Recipient Preview					
	Recipient Name: Kari Device (1): Kari.@myisp.com Subject: User Account Activation					
	Message Body: Hello Kari Congratulations on your new Infinite Campus user account! Please use the following link to begin the process: http://myspace.infinitecampus.com/campus/portal/helpme.jsp Here is your key to unlock your new user account: C098CFC1-35BF-4DD8-B764-F9E Please logon before 09/06/2014 Thank you!					
	Close					

Image 12: Previewing a Message

Once recipients have been reviewed and you are ready to send the message, click the **Send Message** button. The Preview Message window will appear, detailing the count of emails sent (see Image 13).

Click Review Recipie			
Click Send Message	to deliver this i		
Recipient Count Email Count		15 15	
Email Count		15	
	Cancel	Send Message	Review Recipients
	Cancel	Send Message	Review Recipients
	Cancel	Send Message	Review Recipients
		Send Message	
Preview Message		Send Message	Review Recipients
	2	V	×
	2	Send Message	×
To view message de Recipient Count	2	go to Sent Message L 15	×
To view message de	2	go to Sent Message L	×
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To view message de Recipient Count	2	go to Sent Message L 15	×
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Infinite C

To review the status of this message request, see the Sent Message Log (Image 14).

Index Search Help	<	Sent Messag	je Log									
<ul> <li>System Administration</li> <li>FRAM</li> </ul>	•	Created Between 09/05/2014 and 09/05/2014 Find Messages										
▼ Messenger							Sent Mess	age	e Log			
Emergency Messenger		Status 🗢	Message Type	¢	District/School \$		Message Subject	\$	Sender 🔶	Date Created	Date Scheduled \$	ScheduleID 🗢
Message Builder				•	T			٦				
Message Builder Scheduler								-				
Staff Messenger		Waiting	User Account Management		Robbinsdale Cooper High School		User Account Activation		Administrator, System	09/05/2014 3:33 PM	09/05/2014 10:34 PM	
Sent Message Log	Y	Complete	User Account Management		Robbinsdale Cooper High School		User Account Activation Test Message		Administrator, System	09/05/2014 2:37 PM	09/05/2014 2:37 PM	
Recipient Log		Complete	User Account		Robbinsdale Cooper	T	User Account Activation Test		Administrator, System	09/05/2014 2:30 PM	09/05/2014 2:30 PM	
▶ Point of Sale			Management		High School		Message					
▹ Surveys		Complete	lete User Account Robbinsdale Cooper Management High School			User Account Activation Test Administrator, System Message		Administrator, System	09/05/2014 2:29 PM	09/05/2014 2:29 PM		
MN State Reporting		Complete Special Ed		ROBBINSDALE (iemn site)	Τ	IEP DUE		Administrator, System	09/05/2014 9:21 AM	09/05/2014 9:21 AM		

Image 14: Viewing the Sent Message Log

## **User Account Messenger Examples/Scenarios**

The following are examples of useful ways to use the User Account Messenger.

• Build Activation Messages for Newly Imported/Created Campus Portal Accounts



- Remind Staff their Campus Portal Account is About to Expire
- Informing Users of Newly Created User Accounts

# Build Activation Messages for Newly Imported/Created Campus Portal Accounts

Once user accounts are imported and created via the User Account Batch Import Tool, messages should be sent to these users directing them to activate their account.

#### Step 1. Design an Activation Message

The first step in this scenario is to design an activation message. This message should include the following Campus fields:

- The accountManagement.uniqueLinkActivationURL field.
- The accountManagmeent.uniqueLinkExpirationDate field.
- A line about what the person should do if they fail to activate their account before the URL expiration date.

For example, in the image below (Image 15), a message was built including these items and an example of how this message will look once generated is shown.

Sender's Email: iemn@infinitecampus.com	
Message Subject User Account Activation	
Message Body	
¶ B I Uੁ≔ ≔ ≂ ≂ ⊑ ⊞ ∞ ≓ − A F	
Hello You can now logon to your new Infinite Campus user account! Here is your activation page: accountManagement.uniqueLinkActivationURL Please logon before accountManagement.uniqueLinkExpirationDate Thank you!	
Hello You can now logon to your new Infinite Campus user account! Here is your activation page: http://testURL.com/123565	
Please attempt to logon before or on 10/14/14	
Thank you!	

Image 15: Example of an Account Activation Message



### Step 2. Send Email Messages Using the Import Ad Hoc Filter

The next step is to send messages using the Ad hoc filter created when accounts were imported via the User Account Batch Import Tool and the message format created in Step 1. The filter will contain all users who had accounts generated via the import.

Filters created via an import are saved as UAM - the date and time the import was generated - the file name. For example, UAM-2014-08-13-12-35-23-file20.csv (see Image 16).

Upon import of a file, the Import Results Summary will list the newly created Ad hoc filter (see below).



Student Portal Accounts	Staff Portal Accounts
If the accounts imported were student accounts, select the filter in the <b>Student based Ad Hoc Filters</b> field.	If the accounts imported were staff Portal accounts, select the filter in the <b>Census/Staff based Ad Hoc Filters</b>
Enter the filter criteria for User Account Builder: Deliver to: Individual Search Student Staff Member Parent/Quardian Force Change Password Expiration Date Student based Ad Hoc Filters UAM-2014-09-05-10-24-36-staff-file csv Census/Staff based Ad Hoc Filters (Portal Accounts) Census/Staff based Ad Hoc Filters (Portal Accounts) Census/Staff based Ad Hoc Filters (Staff Accounts) Guardians of Student based Ad Hoc Filters V	(Portal Accounts) field.

Image 16: Example of an Import File Ad Hoc Filter

### **Remind Staff their Campus Portal Account is About to Expire**

Another useful scenario is generating a message for all staff whose Campus Portal accounts are about to expire.

In the example below, an Ad hoc filter was created finding active staff members with user accounts about to expire and a letter was created containing the username and account expiration date (Image 17).

Select fields window. To r changed on t	Wizard - Field Selection         to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use i emove a field from the Selected Fields window, select the field(s) and click the back arrow < The output will sequence the field the Output Formatting screen. At least one field must be selected to continue.         ion > Filter Parameters > Output Formatting > Grouping and Aggregation									
*Query Name:	ccounts about to Expire									
Short Description	ption: This Ad Hoc query will find persons with existing user accounts that expire shortly.									
Long Description	20.1 I can use Ad Hoc to create a query for groups of Parents.									
	appus Usage       individual.personID         User Account/Summary       individual.personGUID         userID       individual.lastName         personID       individual.firstName         districtID       usage.username         userIdaded       usage.orceChangePassword         contacts.guardian       contacts.guardian         allCount       usage.expiresDate									
	Message Body									
	Hi there! Your user account is about to expire! Please be aware that you will no longer have access as of this date: usage.expiresDate Thank you, Administrator									

Image 17: Creating an Account Expiring Filter and Message

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> Once the filter and message have been created, find the filter within the **Census/Staff based Ad Hoc Filters (Portal Accounts)** field and send the message (Image 18).

Enter the filter criteria for User Account Builder:
Deliver to:
O Individual Search
◯ Student
Staff Member
O Parent/Guardian
Force Change Password
Expiration Date
Student based Ad Hoc Filters
Census/Staff based Ad Hoc Filters (Portal Accounts)     UAM-2016-09-26-17-22-47-jmm.csv
Census/Staff based Ad Hoc Filters (Staff Accounts)
○ Guardians of Student based Ad Hoc Filters



Image 18: Selecting the Filter within the User Account Messenger Tool

### Informing Users of Newly Created User Accounts

You can inform all users who have a newly created user account or who have never logged into their user account to log into their account and update their account password. This scenario is especially useful for user accounts created automatically via Account Security Preferences or the User Account Batch Wizard.

In the example below, an Ad hoc filter was created which includes the total login count (usage.totalLoginCount) and if the account is flagged to require a password change (usage.forceChangePassword). These fields are important as can be combined with Filter Parameters to identify only those users who have a Campus user account who have never logged into their account and need to change their password (which will be the case for any accounts autogenerated via Account Security Preferences).

Use the following values to ensure a proper list is generated (see Image 19):

- usage.totalLoginCount
  - Operator: =
  - Value: 0
- usage.forceChangePassword
  - Operator: =TRUE

Ad Hoc Query Wizard - Field Selection Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Ac Function option to add the field to the Selected Fields window. To remove a field from the Selected Fields window, select the field(s) and click the back arrow < The output will sequence the fields in the order selected; however, the sequence can be changed on the Output Formatting scree At least one field must be selected to continue.
Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation
*Query Name:       Users with a New User Account         Short Description:
Long Description:
Select categories & fields
Filter By Search Clear All Fields Selected Fields
Image: Student       Selected Fields         Image: Student       Usage: totalLoginCount         Image: School Boundaries       Student.firstName         Image: School Calendar       Usage.username
Ad Hoc Query Wizard - Filter Parameters Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic n not being output. Click the Add Field button to apply additional logic criteria to a single field already assigned an Opera Expression (optional) to set conditions for the operators using AND, OR, and NOT conditions. If a Logical Expression i will be applied to all operators. If using Logical Expression, include all fields that have Operators or the Operator for the Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation
*Query Name: Users with a New User Account
Short Description:
Filter the data ID *Field Operator Value
X     1     usage.totalLoginCount     ▼     =     ▼     0       X     2     usage.forceChangePassword     ▼     =     TRUE     ▼
X <sup>3</sup> student.firstName V V
X     4     student.lastName     V       X     5     usage.username     V
Add

Image 19: Filter of Users Who Need to Log into their User Account

Once this filter is created, use the User Account Messenger to send a message to each one of these users.

This message should include the following Campus fields:

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- The accountManagement.uniqueLinkActivationURL field.
- The accountManagmeent.uniqueLinkExpirationDate field.



You should also enter an **Account Activation URL Expiration Date** (see Image 20). This is the date the unique activation URL contained in the message will expire. Users will need to select this URL prior to this date.

Filter criteria is important when sending this message. Only users who match the filter criteria selected (e.g., Student based Ad Hoc Filters, Census/Staff based Ad hoc Filters (Portal Accounts), etc) will receive the message and be able to activate their accounts.

#### For notifying Staff, please consider the following:

- If notifying staff of their newly created staff Portal accounts (System Administration > User Security > Users > User Account > Homepage = Campus Portal), use the Census/Staff based Ad Hoc Filters (Portal Accounts) filter option.
- If notifying staff of their newly created Campus Application accounts (System Administration > User Security > Users > User Account > Homepage = Campus Instruction OR Campus Application), use the Census/Staff based Ad Hoc Filters (Staff Accounts) filter option.

User Accou	ınt Messen	ger								
guardian Parent/G (Census filter. Additiona user to k	accounts ba Guardian with (Staff) based al functionality og on. This e: nkActivationU	sed upon t a force ch Ad Hoc filt / includes t xpiration da	he criteria se ange passwo er or utilize a he ability to g ate can be se	elected in the ord setting or an additional generate mes at in the filter	filter criteria se a specific expi auto-generate sages with a u criteria section	ection below. ration date fi d guardian s nique accou below and v	You can liter, or y election nt activa vill alway	tion URL s be req	etween a elect amor based upo , and an e uired whe	nd/or staff and/or parent and generic Student, Staff or ngst the student or person in a student based Ad Hoc xpiration date for the end n the his tool for more detailed
As with t	he standard l	Messenger	functionality	, the Templat	e Name and U	ser/Group c	an be ch	nanged a	fter select	ing Save or Copy.
	11			-						
User/Group	User			•	Template	<new> ▼</new>	Save	Сору	Delete	
Enter the filt	er criteria fo	or User Ac	count Build	ler:						
Deliver to:										
O Individua	I Search									
Stud	lent									
	f Member									
O Pare	ent/Guardian									
E For	e Change P	assword								
Expiratio	n Date									
Student I	based Ad Ho	c Filters								
	16-09-26-17-			•						
Census/S	Staff based A	d Hoc Filte	rs (Portal Ac	counts)						
Census/	Staff based A	d Hoc Filte		ounts)						
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Guardian	is of Student	based Ad	Hoc Filters				/			
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Account Act	ivation UDI	Expiratio	n Data: 06	00/2017						
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Manager Col	tinet lines A		i sette e							
Message Sul	oject User A	ccount Act	ivation							
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npus	
Hello! You now have a Campus user account! Below are your	credentials:
Please go to accountManagement.uniqueLinkActivationURL your account password.	and update
You have until accountManagement.uniqueLinkExpirationDate complete this process.	to
Thanks!	
elivery Date: 06/07/2017	
Test Preview/Send	

Image 20: Informing Users who Need to Log into Their User Account

### Establishing a Recurring User Account Activation Message

Once you have created and saved a user account activation message in the User Account Messenger tool (meaning you hit **Save** in the upper right-hand corner to save the message as a template), you can establish a daily, weekly, or monthly recurring message event using the User Account Messenger Scheduler.



Image 21: Establishing a Recurring User Account Activation Letter

For example, using a user account activation message template and setting to a frequency of daily, you can set the User Account Messenger Scheduler to send the user account activation email to any user accounts created in the last 24 hours and repeat this process every day within a certain timeframe.

See the User Account Messenger Scheduler article for more information about this process.

### Parent Has No Account and Needs to Create One

For assistance and steps on how a parent who has no account but is given an Activation Key can log in a create a new account, see the Getting Started - Campus Student and Campus Portal guide.

Users can also watch this video which walks them through this process: Getting Started with Campus Parent and Campus Student - Video | Infinite Campus

This article also explain how users can log into the Campus Student/Campus Portal App, how to log in using a web browser, and how parents can turn on notifications.