

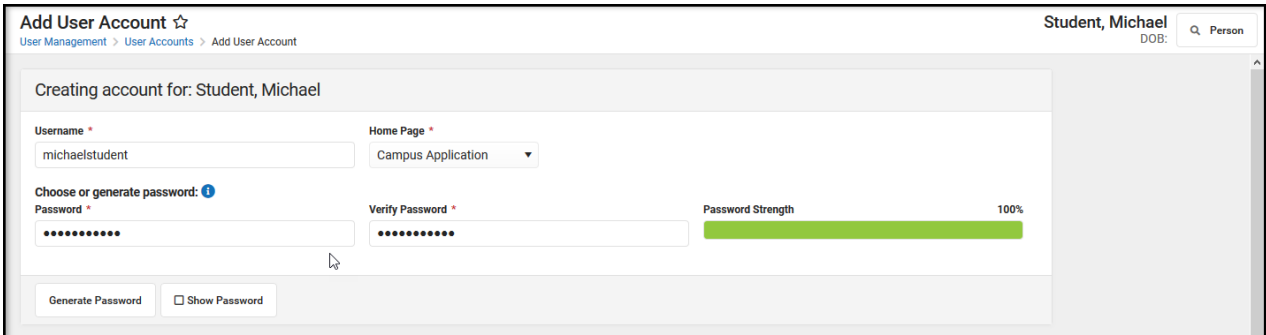
Add User Account

[Prerequisites](#) | [Tool Right and Product Security Role Requirements](#) | [Create a User Account](#)

PATH: *System Administration > User Security > Users > Add User Account*

Search Term: *Create User Account*

The Add User Account tool allows you to create a user account for people within Campus.

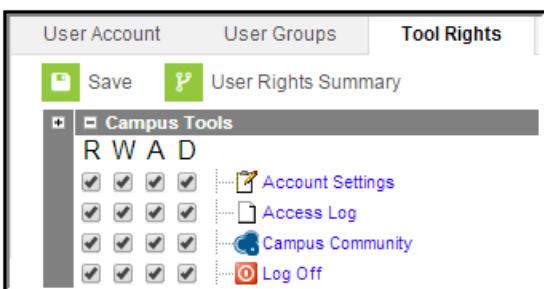


Prerequisites

Before a user account can be created, the user must first exist as a person ([click here](#) for more information on adding a person to Campus). Once a person exists in Campus, they can then have a user account created. The steps below will walk you through the process of creating a user (user account) for an existing person.

Creating a new user does not automatically grant access to that user. They must be assigned [tool](#) and [calendar](#) rights for access to the Campus application or the Portal.

New users only receive the following default tool rights:

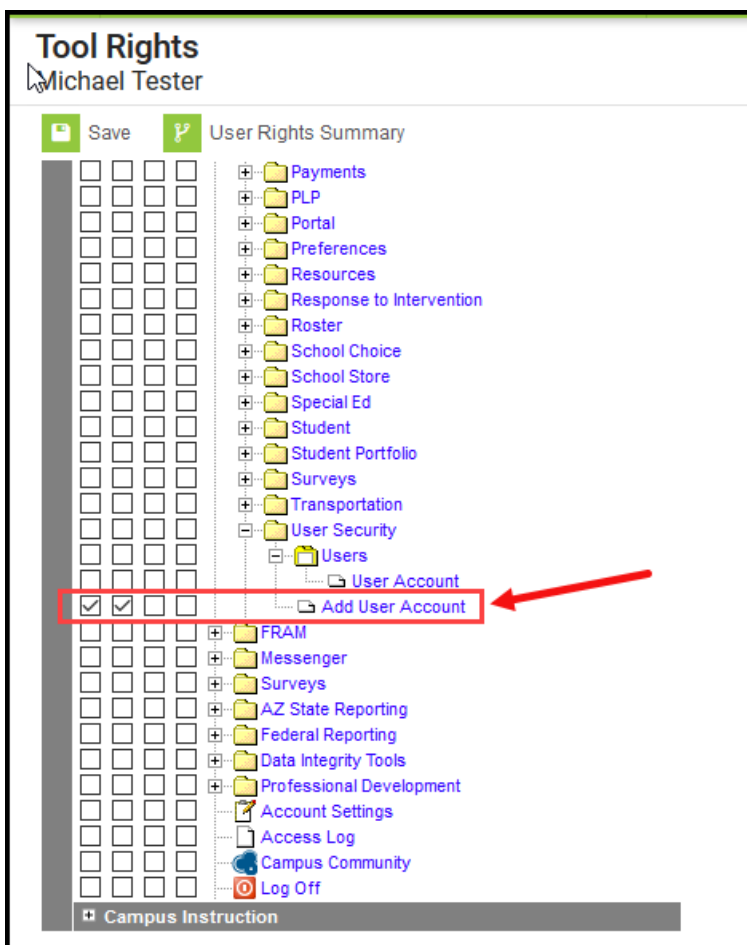


To generate student and staff accounts en masse, please refer to the [User Account Batch Wizard](#).

Tool Right and Product Security Role Requirements

Users with at least **R**(ead), **W**(rite), and **A**(dd) tool rights granted for the Add User Account tool are allowed to create Campus Student Portal and Campus Parent Portal accounts.

Users with only tool rights and not a Student Information System (SIS) or Student Information System - Group Assignment product security role cannot create Campus Application or Campus Instruction user accounts nor are they allowed to assign user group memberships.



Users must be assigned the **Student Information System (SIS)** or **Student Information System - Group Assignment** product security role in order to create Campus Application or Campus Instruction user accounts as well as have the ability to assign user group memberships to new user accounts.

User Account User Groups Tool Rights Calendar Rights Access Lo

Save Delete Login As User Tool Rights Summary Calen

User Account Editor

Username mgtest	Password Reset Password
Expires Date [Calendar Icon]	Failed login attempts: 5 (Reset)
	Homepage Campus Application

Force Password Change
 Disabled
 Exclude From Multi-Factor Authentication
 Time-based Two-factor Authentication w/ Enhanced Security
 PIV Card Authentication

There is no PIV card configured for this user and this user has not submitted a PIV card for approval.

- Password last changed by: Administrator, System 10/05/2022 13:06
 - Modified by: Administrator, System 09/23/2022 13:44
 - Created Date: 11/05/2021 13:26

Product Security Role Assignments

DATA CHANGE TRACKER
This security role grants access to Data Change Tracker settings and reports.

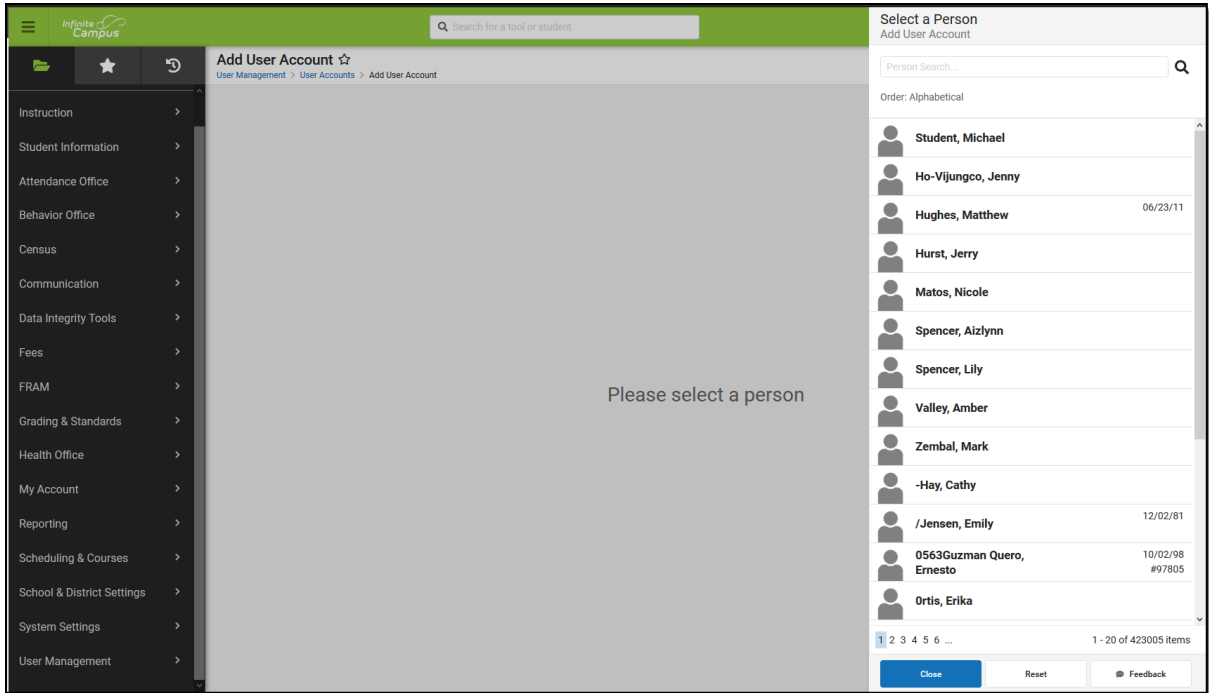
STUDENT INFORMATION SYSTEM
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.

STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.

STUDENT INFORMATION SYSTEM - LOGIN AS USER
This role indicates whether or not the user may log in as another user from the User Account tab.

Create a User Account

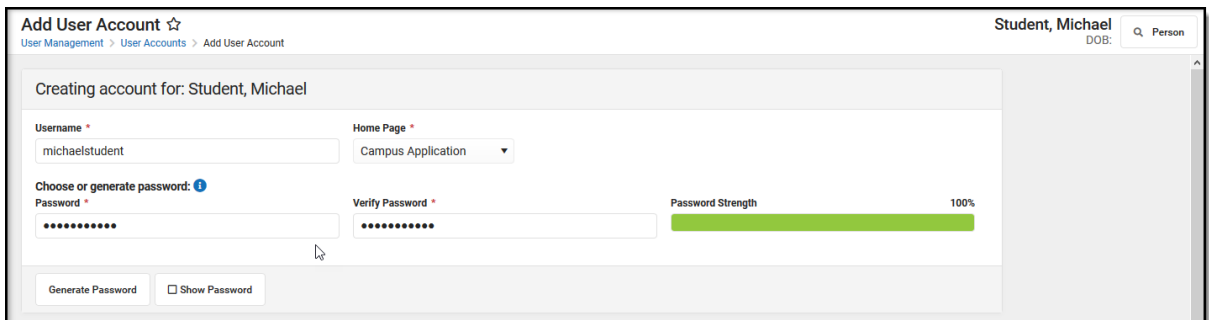
1. In the search bar, search for 'Add User Account' and select the tool.
2. A person search will appear on the right-hand side of the screen, asking you to search for and select the person for which you are making a user account for. Locate and select the person.



3. Enter a **Username**.
4. Select the **Home Page**. This is the homepage the user will see each time they log into Infinite Campus.
 - **Campus Application** - for district employees
 - **Campus Instruction**- for teachers and staff

Only users with a Student Information System or Student Information System - Group Assignment product security role are allowed to create Campus Application and Campus Instruction user accounts via this tool.

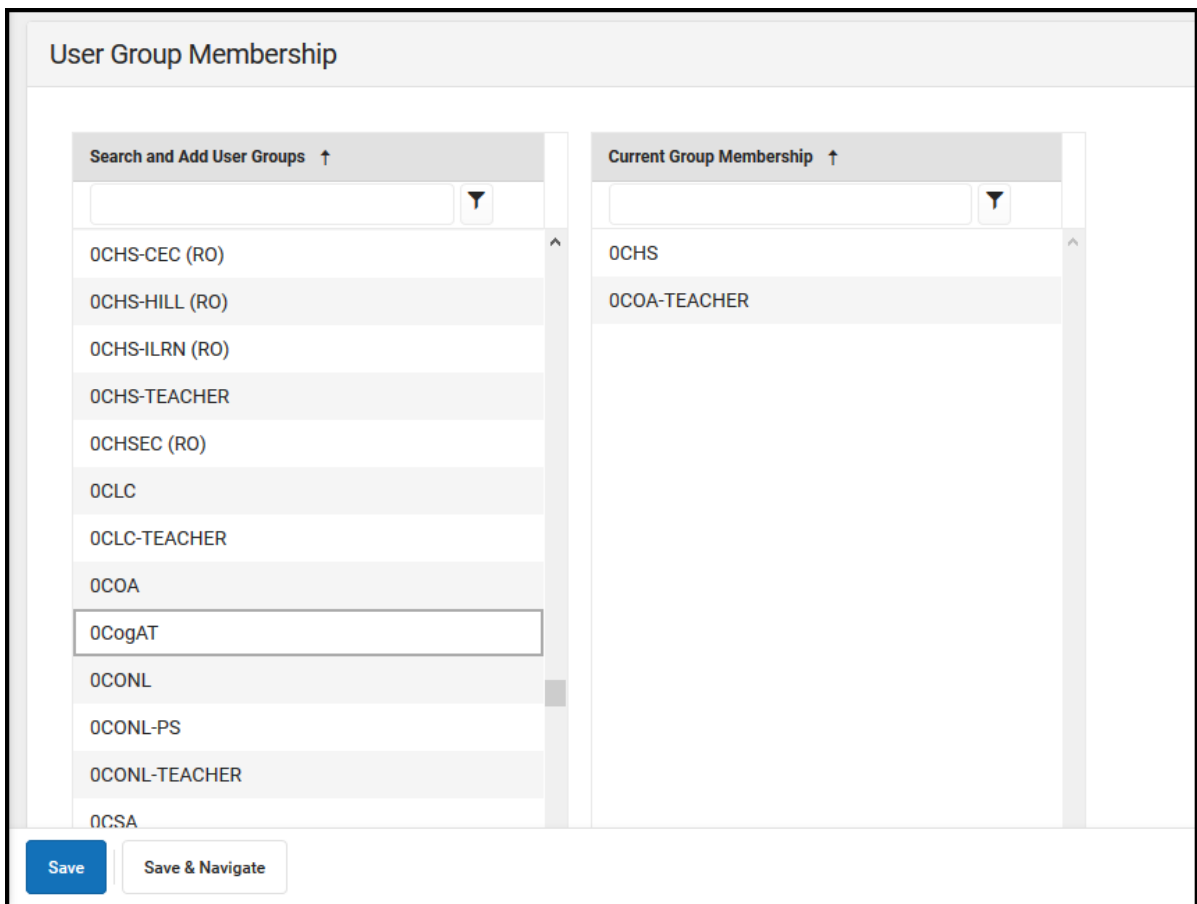
- **Campus Parent Portal** - for parents
- **Campus Student Portal**- for students (enhanced features and optimized for mobile devices and tablets)
5. Enter a **Password**.
 - The Password Strength field will indicate the strength of the password entered. Green indicates a strong password.
 - Click the Generate Password button to have the system create a password for you.
6. **Verify the Password**. This ensures the password is what you intended and does not contain typos.



- To add the user to an existing user group(s), place your cursor in the **Search and Add User Groups** field and begin entering the name of the user group. Once a group is selected, the user group will appear in the **Current Group Membership** window.

Only users assigned the Student Information System or Student Information System - Group Assignment product security role are able to use this section of the tool and assign User Group Memberships to new user accounts.

System administrators are highly encouraged to assign users to user groups as opposed to individual tool rights. This allows admins to easily remove a group of tool rights for a person by removing them from the corresponding user group, or assign tool rights to users without having to go through and individually assign each tool right per necessary tool.



The screenshot displays the 'User Group Membership' interface. It features two main panels: 'Search and Add User Groups' on the left and 'Current Group Membership' on the right. Both panels have a search input field with a dropdown arrow. The 'Search and Add User Groups' panel lists various user groups, with 'OCogAT' selected. The 'Current Group Membership' panel shows the currently assigned groups, 'OCHS' and 'OCA-TEACHER'. At the bottom, there are two buttons: 'Save' and 'Save & Navigate'.

- Click **Save** to create the new user account or click **Save & Navigate** to save the user account and navigate to the [User Account Information](#) page for the newly created account.

User Account | User Groups | Tool Rights | Calendar Rights | Access Log

User Account Editor

Username <input type="text" value="mgtest"/>	Password Reset Password
Expires Date <input type="text"/>	Failed login attempts: 5 (Reset)
	Homepage <input type="text" value="Campus Application"/>

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Product Security Role Assignments

- DATA CHANGE TRACKER**
This security role grants access to Data Change Tracker settings and reports.
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- STUDENT INFORMATION SYSTEM - LOGIN AS USER**
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See the [User Account](#) article for more information about the option in this tool.