

User Account Creation, Maintenance, and Reporting

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User accounts manage what tools each user is allowed to access within Campus and what data and calendars they have access to view and report.

This guide will walk you through all the tools necessary to create, assign, and maintain user accounts within Campus.

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Creating and Managing Individual User Accounts

Creating Individual User Accounts

User accounts can be created for individual users or for many users at the same time. The learning content below will describe how to create a user account for an individual user.

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+ [Video](#)

Assigning User Groups to a User Account

Once a user account is created, the user should be assigned to a user group(s). User groups are a collection of tool rights and/or calendar rights that when assigned to a user, the user assumes these rights.

User groups are a great way to keep track of tool and calendar rights without the need to individually assign rights to each user within Campus. Campus highly recommends keeping calendar and tool rights in separate user groups. For more information about creating calendar and tool rights users groups, see the [Calendar Rights User Groups](#) and [Tool Rights User Groups](#) study guides.

+ [Documentation](#)

+ [Video](#)

+ [Simulation](#)

Assigning Tool Rights to a User Account

If you would like to assign specific tool rights for a user, the learning content below will describe this process via the Tool Rights tab.

Tool rights determine which tools a user has access to and what level of data modification they are allowed to perform within said tools.

+ [Documentation](#)

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+ [Simulation](#)

Assigning Calendar Rights to a User Account

If you would like to assign specific calendar rights for a user, the learning content below will describe this process via the Calendar Rights tab.

Calendar Rights determine which calendar(s) and data tied to the these calendars the user is allowed to view and access.

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Viewing the Access Log

The Access Log describes in detail every login attempt made by a specific user.

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Mass Creating User Accounts

User Account Batch Wizard

A more efficient way to create user accounts within Campus is to create them using the User Account Batch Wizard.

The User Account Batch Wizard allows users to batch create student and staff user accounts using the census email address or a username pattern.

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User Account Batch Import Tool

You can also mass create user accounts by importing a file containing student or staff information. This is often used to import user accounts created and managed in 3rd Party Systems and District-Managed LDAP User Databases.

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Account Letter Designer

Once user accounts have been created, you can send notification to each user and inform them of their account username and password. This tool is also important for providing users with the ability to create a new account if they do not currently have one within Campus.

The first step in this process is to design an account letter. Once a design has been created, letters can be built which can be mailed out to impacted staff and students.

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Account Letter Builder

Once an account letter has been designed, it can now be generated for users via the Account Letter Builder.

This tool will build individual letters for each impacted staff/student and present them in a print-friendly format for mailing out to users. This tool is also important for providing users with the

ability to create a new account if they do not currently have one within Campus.

+ [Documentation](#)

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User Account Messenger

You can also use the User Account Messenger tool to send email notification to each student/staff member who has a newly created user account. This tool is also important for providing users with the ability to create a new account if they do not currently have one within Campus.

+ [Documentation](#)

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Automatically Create User Accounts

Account Security Preferences

Account Security Preferences allow you to control various functionality such as resetting of passwords, restricting the ability for Product Security Users to log in as other people, auditing of users, and the automatic creation/disabling of student and staff accounts.

Student and Staff Account Automation allows you to enable the automatic creation of student and staff accounts and control how usernames, passwords, and the default homepage is established for each account created.

+ [Documentation](#)

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User Account Automation Log

The User Account Automation Log allows users to view detailed information about account username modifications, user account creation failures, and accounts automatically disabled via preferences set in the Account Security Preferences tool.

+ [Documentation](#)

+ [Video](#)

User Account Messenger Scheduler

The User Account Messenger Scheduler allows you to establish recurring user account messages which can be sent daily, weekly, or monthly to users who meet message template criteria.

This tool is especially useful in establishing recurring account activation emails for user accounts automatically created via Student and Staff Account Automation functionality within the Account Security Preferences tool and user accounts created en masse via the User Account Batch Wizard.

+ [Documentation](#)

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Updating Existing User Accounts

User Account Type Wizard

For existing user accounts, the User Account Type Wizard allows you to convert accounts from using local Campus login authentication to SAML SSO or LDAP authentication.

+ [Documentation](#)

User Account Reports

Tool and Calendar Rights Access Report

The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.

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User Group Report

The User Group Report provides high-level and detailed information about which user groups exist, all tool rights and calendar rights assigned to each user group, and which user groups are assigned to which Staff Account Automation rules.

+ [Documentation](#)

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