



NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

User Access

06/19/2025 9:23 am EDT

Review and Update User Groups

Staff who are new to the school or transitioning to a different role must be assigned to the appropriate Tool Right Group(s) and Calendar Group(s).

- Select the staff member.
- Navigate to *User Management > User Account Administration > User Account*.
- See [User Groups | Infinite Campus](https://kb.infinitecampus.com/help/user-account#user-groups) (<https://kb.infinitecampus.com/help/user-account#user-groups>) article for information about adding tool right groups and calendar groups to an individual staff member.

User tool rights and calendar rights can be adjusted en masse through the **User Account Batch Wizard**.

- Navigate to *User Management > User Account Administration > User Account Batch Wizard*.

Change Calendar User Groups to Reflect the Current Year

Navigation: *User Management > User Groups > Calendar Rights*

Calendar groups must be updated to reflect the correct school year. PSUs with calendars labeled -1 or 0 should be adjusted to correspond to the previous and current school years. Do not modify the +1 calendar until the future school year has been created.

- Select the calendar user group to change
- Navigate to *User Management > User Groups > Calendar Rights*.
- Change to the "0" Calendar group to the current school year.
- Repeat for all calendar groups.
- Remember to change the -1 calendar group to the previous school year.
- See [User Group Calendar Rights | Infinite Campus](https://kb.infinitecampus.com/help/calendar-rights-user-group) (<https://kb.infinitecampus.com/help/calendar-rights-user-group>) article for information about changing a calendar group setting.

Calendar Rights

0 Current Calendar East High

New

Save

Delete

Rights Editor

Name

25-26 Polk School

School Year Rights

School

Polk School

Year

25-26

Calendar

25-26 Polk School

Modify Rights

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Close School Months

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Tool Rights Catalog

Infinite Campus has created a Tool Rights Catalog to help PSUs assign appropriate tool rights based on staff roles. This guide provides support in reviewing and adjusting those rights as needed.

- See [Tool Rights Catalog | Infinite Campus](https://kb.infinitecampus.com/help/tool-rights-catalog) (https://kb.infinitecampus.com/help/tool-rights-catalog) article for more information.

Tool Rights Catalog

The Tool Rights Catalog provides information on the tool rights available within Campus, organized by component. Campus Administrators at districts and schools can choose a specific tool to learn what rights can be assigned, need to be assigned, and should be assigned to their staff. Information on best practices is included, as well as other tools that need to be assigned for proper usage.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

Getting Started with Tool Rights Catalog

User Groups and Suggested Rights

Student Information Tool Rights

Census Tool Rights

Grading & Standards Tool Rights

Scheduling & Courses Tool Rights

(<https://kb.infinitecampus.com/help/tool-rights-catalog>)

Student and Parent Portal Display Options

Navigation: System Settings > Portal Preferences > Portal Display Options

The Portal Display Options allow the PSU to manage which information is accessible to students and parents in the Portal.

- Review the tools available and make adjustments.
- See [Portal Display Options | Infinite Campus](https://kb.infinitecampus.com/help/portal-display-options) (https://kb.infinitecampus.com/help/portal-display-options) article for more information and a detailed explanation of each tool listed for the portals.

- A report is available to assist with reviewing the portal settings for each calendar
 - Navigate to: *System Settings > Portal Preferences > Portal Display Options Report* .

The **Active** year is the school year currently marked as *Active* in the School Year Setup tool.

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