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) 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) article for information about changing a calendar group setting.

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) article for more information.

(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) 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.