Access Management

06/29/2026 2:19 pm EDT

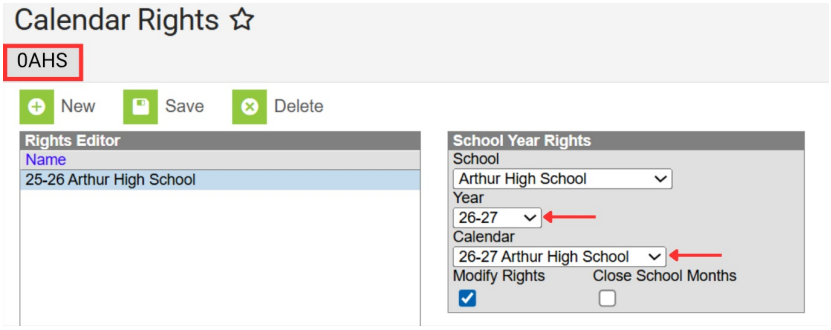
User Managment

Update Calendar Groups to Reflect the Correct Year

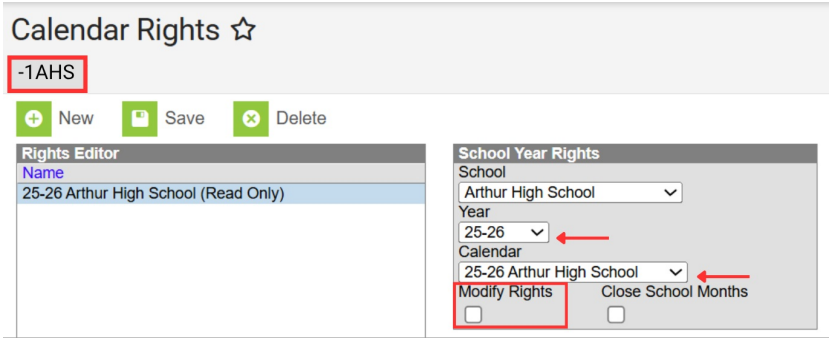
Navigation: Menu > User Management > User Groups > Calendar Rights

Calendar groups must be updated to reflect the correct school year. Past and Current calendar groups should be adjusted to correspond to the respective school years. The future year calendar group cannot be adjusted until the future year has been created.

- Search and select the **Current Year** calendar group. (i.e. 0 HHS)
    - Select the correct school year from the dropdown list. Repeat for all current year calendar groups.



- Search and select the **Previous Year** calendar group. (i.e. -1 HHS)
    - Select the correct school year from the dropdown list. Repeat for all previous year calendar groups.
    - If users assigned to this calendar group, should not be able to modify records for the previous year, uncheck the Modify Rights checkbox. If some users need to modify records in previous years, consider separate previous year calendar groups.



- Do not update Summer School Calendar rights until summer school has ended.
- See User Group Calendar Rights | Infinite Campus (https://kb.infinitecampus.com/help/calendar-rights-user-group) article for more information.

User Group Updates

Navigation: Menu > User Management > User Account Administration > User Account

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).

- See User Groups | Infinite Campus (https://kb.infinitecampus.com/help/user-account#user-groups) article for information.
- Use the Tool Rights Catalog | Infinite Campus (https://kb.infinitecampus.com/help/tool-rights-catalog) article for examples of user group tool rights setup as needed.
- Tool rights and Calendar rights can be adjusted in batch through the User Account Batch Wizard | Infinite Campus (https://kb.infinitecampus.com/help/user-account-batch-wizard).

Remove Scheduling Board Tool Rights (if applicable)

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

- When the future year is made active, the active trial in the scheduling board is locked and is the master schedule. It is not recommended to make major changes to the master schedule using the scheduling board due possible issues with third-party syncs.
- To prevent issues with the master schedule, it is recommended to remove tool rights to the Scheduling Board until needed again.

Restore User Account Access

Staff Accounts

PSUs may have removed access for staff during the End of Year Process. Depending on how user accounts were adjusted, staff accounts must be updated to ensure access is available when needed. This may be completed by

updating individual user accounts or in batch using the User Account Batch Wizard | Infinite Campus (https://kb.infinitecampus.com/help/user-account-batch-wizard).

Options for Restoring Access in Batch

- Enable User Accounts by calendar or selected staff.
- Add Staff to User Groups by selecting staff or using the title or role filters.
- Add Staff to Tool Rights by selecting staff or using the title or role filters.

Note: If Account Security Preferences are set to Enable automatic creation of staff accounts, newly added staff will have accounts enabled based on district assignment information.

Student Accounts

PSUs may have removed access for students during the End of Year Process. Student accounts must be updated to ensure access is available for students at the appropriate time for the school. This may be completed by updating individual user accounts or in batch using the User Account Batch Wizard | Infinite Campus (https://kb.infinitecampus.com/help/user-account-batch-wizard).

- Enable User Accounts by calendar or selected students.

Note: If Account Security Preferences are set to Enable automatic creation of student accounts, newly enrolled students will have accounts enabled at time of enrollment.

You've completed this section.

Choose where to go next.

Return to Beginning of Year Overview