

Infinite Campus - Add Staff

- Search all people for the Staff Member in Infinite Campus
- Create the Person if needed
- Go to Census> Staff> District Employment
- Choose New
- Enter the Start Date
- Save

District Employment ☆

Kolm, Michele L

Save

Delete

New

Employment Records

#340015 BEATRICE PUBLIC SCHOOLS (06/01/2023 -)

Employment Information

* Start Date

06/01/2023

End Date

Teaching Start Year

Teaching Years Modifier

0

License Number

FTE Percent (whole number 0-100)

0

District Staff

☐

Search

Message Center

Type

All People

Search *

Person Search...

Search for Person records

All Items

Process Alerts

New

Select All

Message Center

School Announcements

Message

- Go to the District Assignments Tab
- Select New
- Choose the School
- Enter Start Date
- Enter Title
- Enter Type
- Select Check boxes as needed.
- Save

District Assignments ☆

Kolm, Michele L

Save

Delete

New

Assignments

Beatrice High School

Technology Coordinator - (06/01/2023-)

Beatrice Middle School

Technology Coordinator - (06/01/2023-)

Employment Assignment Information

School

Beatrice Middle School

Department

* Start Date

06/01/2023

End Date

Title

1121: Technology Coordinator

Type

03:Classified

FTE of Assignment

Assignment Code

Assigned District Code

Select a Value

Teacher

☐

Special Ed

☐

Program

☐

Behavior Admin

☐

Health

☐

Behavior Response Approver

☐

Response to Intervention

☐

Advisor

☐

Supervisor

☐

Counselor

☐

Foodservice

☐

Exclude Behavior Referral

☐

Self Service Approver

☐

FRAM Processor

☐

Create Lunch Account

Add Account ☆

Person/Household Search

Search for a person or household already tracked in Campus. After searching, select a person or household from the list or click on Create.

Search By: ☐ Household ☒ Person

*Last Name: kolm
 First Name:
 Middle Name:
 Birth Date:
 Gender:

Details	PersonID	Gender
Kolm, Corinne	21990	F
Kolm, Komnor Q	160230012	M 05/08/2011
Kolm, Kyle Q	5321	M 11/10/1978
Kolm, Kyson B	160060049	M 03/28/2009
Kolm, Luke C	190110046	M 06/04/2015
Kolm, Michele L	16903	F
Kolm-Bates, Johannes G	140010015	M 08/05/1994
Kolman, Amanda J	25950	F 04/27/1994

- Go to Food Service > Wizards > Add Account
- Search by Person
- Click on the person you want to add the account
- **Hit Save**

Add Account ☆

Account Creation

Select all individuals to create accounts and account type. This will create accounts for all selected individuals.

People

☒ Kolm, Michele Lynn

- Open their POS Account
- Check the Auto Gen Box
- SAVE
- This will assign a PIN
- If they are also a POS Cashier, check the Auto Gen Box for Cashier PIN
- SAVE

Account

rab Advanced Search

Search Results: 6

Account #5108
03 Raber, Chase C #120220002

Account #6007
Raber, Laura L (guardian)

Account #4910
02 Raber, Peyton M #120060069

Account #4813
Rabstojnek, Charles L #110020002

Account #1504
Rabstojnek, Cheryl A (guardian)

Account Info

Account
Rabstojnek, Cheryl A

Point of Sale Identification - Rabstojnek, Cheryl A

Cashier PIN ☐ Auto Gen Manager PIN ☐ Auto Gen Account PIN ☐ Auto Gen

Location School District Wide ☐

Patron Preference

Block Check Deposit ☐ Block Ala Carte ☐ Block Concessions ☐ Single Purchasable Restriction ☐ Daily Limit 0.00

Comments

- Modified by: Unknown

Create Staff User:

- Search for the staff name - Users
- Select the Name of the new staff member.

Index Search

User

martin Advanced Search

- Enter Username
 - First initial last name
- Enter Home Page
 - For Teachers - Campus Instruction
 - Secretaries and other staff members - Campus Application
- Enter Password and Verify Password
 - The password Strength bar will turn green when the password is strong enough.
- Enter Group Membership
 - Add Calendars the staff member needs. (i.e. C-High School)
 - Enter any Tool Groups (i.e. T-HS Teachers)
 - Click on the Group and it will move to the Membership box.
 - Each tool group gives security access to selected areas of I.C.
- SAVE

Home Page *

Campus Application ▼

Campus Application

Campus Instruction

Campus Student Portal

Campus Parent Portal

Creating account for: Gao, Geran

Username *
ggao

Home Page *
Campus Instruction ▼

Choose or generate password: ⓘ

Password *

Verify Password *

Password Strength

Generate Password ☐ Show Password

User Group Membership

Search and Add User Groups ↑

T-Grades

T-Grant

T-Guidance

Current Group Membership ↑

C-High School

T-HS Teachers

Save Save & Navigate