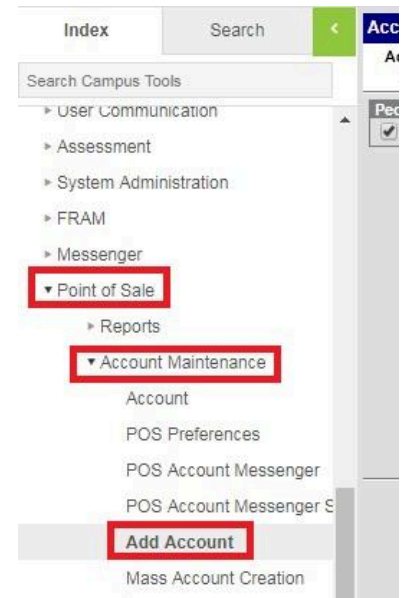


# Infinite Campus - Point of Sale - Add an Account

**\*\*The Individual must already be in Infinite Campus as a "Person"**

From the Index:

- Point of Sale
- Account Maintenance
- Add Account
- Search for the Last Name
- Choose the correct person
- Save



**Person/Household Search**

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

Search By ☐ Household ☒ Person

\*Last Name

First Name

Middle Name

Birth Date

Gender

**Search**

Details	Name	PersonID	Gender	Birth Date
Details	Rabstejnek, Charles L	PersonID: 1818	M	11/21/1954
Details	Rabstejnek, Cheryl A	PersonID: 1819	F	07/15/1958
Details	Rabstejnek, Lavone	PersonID: 18610	F	
Details	Rabstejnek, Ryan T	PersonID: 626	M	10/09/1991

**Account Creation**

Account Creation  
Select all individuals to create accounts and account type. This will create each new individual or family account.

People

<input checked="" type="checkbox"/>	Rabstejnek, Charles L
-------------------------------------	-----------------------

**Save**

- Create PIN
  - Open the Account
  - Click on their Name
  - Check the Auto Gen Box
  - SAVE
- When you open their account again, you will now see the PIN number it assigned

**Account Info**

Journal

**Save**

**Account Info**

Account

Raber, Matthew

**Point of Sale Identification - Raber, Matthew**

Cashier PIN	Auto Gen	Manager PIN	Auto Gen	Account PIN	Auto Gen
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Location School

District Wide ☐

**Patron Preference**

Block Check Deposit	Block Ala Carte	Block Concessions	Single Purchasable Restriction	Daily Limit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00

Comments

- Modified by: Stuart, Julie 08/28/19 09:15