

CUES Infinite Campus Student Portal User Accounts

Last Modified on 8/20/2025

Enable Automatic Creation of Student Accounts

Tool Search: Account Security Preferences

When RapidIdentity populates a student's email address via OneRoster Identity Management, Campus can automatically create a Single Sign-On student portal account. The SAML -SSO Connection to RapidIdentity should be tested and must be enabled before these changes can be made.

Account Security Preferences ☆

 Save

Account Security Preferences

Password Reset	On
Restrict 'Login As User' Feature On Users With Product Security Role	No ▼
Audit Users	No ▼
Prohibit passwords that have been previously disclosed in a data breach.	Yes ▼
Password History Length	
Number of recent passwords a user cannot choose when forced to change their password. Leave blank to disable.	
Password Expiration Time	
Number of days before users are required to change their password. Leave blank to disable.	
Password Reset Disallowed Time	
Number of hours that must elapse before a user is allowed to change their password again after a previous password change. Leave blank to disable.	
Minimum Password Characters	
Minimum number of characters required for a password. Leave blank to use the default setting of 6 characters.	

Student Account Automation

☒ Enable automatic creation of student accounts

Username

☒ Use census email as account username

☐ Exclude email domain in username

☐ Use a pattern to generate username for each account created

Authentication Type

SAML: Single Sign-On (SSO) ▼

Note: With this authentication type, collision resolution will be deactivated; if a username already exist, the account will not be created.

☒ Automatically disable student and parent portal accounts day(s) after the student's enrollment end date.

Note: Disabling the account only applies to students who do not have any future enrollments and parents who have no students enrolled.

Enable automatic creation of student accounts: Check this setting to automatically create a student account for students overnight.

Username: Choose **Use census email as account username**.

Authentication Type: Choose the SAML Single Sign-On configuration to RapidIdentity.

Automatically disable student and parent portal accounts: consult with your district's data standards on the timeline for the disabling of student user accounts within Infinite Campus. Once the RapidIdentity account is disabled or termed, the SSO attempt will fail.

See [Account Security Preferences](#) for more information.

Change Authentication Method for Existing User Accounts

Tool Search: User Account Type Wizard

User Account Type Wizard

User Account Type Wizard

This batch tool will update a subset of User Accounts using an Ad Hoc selection. Please note that User Accounts uploaded via the Batch Import tool will create a unique Ad Hoc query automatically by date and time and can be easily utilized and/or modified for use in this tool.

A maximum of 9000 results can be returned from a single search, and the wizard can process at most 9000 results.

Note: Product Security Roles are exempt from a SSO configuration. If a user has a Product Security Role, that user will need to create an additional non-Product Security Role user account for SSO use.

Username

Last Name

First Name

Adhoc Filter

Student Number Filter

User Homepage

Campus Student Portal

×

▼

User Account Type

Local Campus Authentication Only

×

▼

Search Users & Add to the Search Results

Search Results (Person:0 Users:0)

Reset

Remove

Select All-->

Selected Users (Person:0 Users:0)

<--Move All

Remove

Reset

-->

<--

Set Account Authentication Type To

SAML: Sign in with RapidIdentity

▼

Convert User Accounts Authentication Type

Use the [User Account Type Wizard](#) to change multiple users from one authentication type to another. RapidIdentity is storing the existing Campus username so the authentication method can be changed to SAML without changing the username to the school email address for students and teachers.

The search returns all user accounts that are not disabled. The parameters should be used to limit search to a maximum of 9,000 results. Multiple searches can be used to build the Selected Users.

To find and convert students currently using local Campus authentication:

Use the parameters to limit the search results:

Adhoc Filter: Choose an existing adhoc filter name that selects students who are currently enrolled.

User Homepage: Select *Campus Student Portal*.

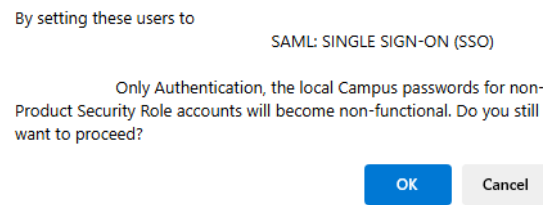
User Account Type: Select *Local Campus Authentication Only*.

Select **Search Users & Add to the Search Results** to populate the Search Results.

Select the desired users from **Search Results** and move them to **Selected Users**.

Set Account Authentication Type To: Choose the SAML Single Sign-On configuration to RapidIdentity.

Select **Convert User Accounts Authentication Type**. A pop-up message will appear to verify the change. Read the message and select the appropriate option. Cancel retains the **Selected Users**.



After confirming, a pop-up message will specify the number of accounts that were updated successfully. Repeat this process as needed to convert additional user accounts.