

CUES Infinite Campus Student Account Provisioning

Last Modified on 3/25/2026

A step-by-step reference for creating and managing a calendar in Infinite Campus to support ATC/out-of-district student account provisioning by RapidIdentity. Only the person/identity and enrollment are necessary to send a student to RapidIdentity for identity provisioning (network login, email). Unless district policies require it, these students do not need to be set up with guardians, households, courses, etc.

Obtain a list of Students needing accounts

1. Securely obtain a list of students of students from outside of the district that need a local account. The following data is needed to ensure the students are added correctly.
 - a. State ID
 - b. First and Last Name
 - c. Grade
 - d. Birth Date
 - e. Hispanic/Latino (Yes/No)
 - f. Race/Ethnicity
 - g. Race/Ethnicity Determination
 - h. Enrollment Start Date
 - i. Enrollment Start Status (i.e. E01: First enrollment of the year)

Calendar Setup

Create a District Office Calendar Using Blank Calendar

Tool Search: Calendar Wizard

1. Select the Blank Calendar option, then Next.

The screenshot shows two side-by-side panels. The left panel, titled 'Edit Calendar Attributes for new Calendars', contains the following fields: 'Year' with a dropdown set to '25-26'; 'Name Template' with a dropdown set to 'RI [year][schoolname]'; 'Number' with a text input set to '999'; '*Start Date' with a date picker set to '07/01/2025'; and '*End Date' with a date picker set to '06/30/2026'. At the bottom of this panel is a 'Run Wizard' button. The right panel, titled 'Select Schools', displays a list of schools: Arthur School, Buchanan Elem School, Career and Technical Center, Day Treatment, District Office (which is highlighted), Fillmore School, Grant School, Harrison Elem School, and Hayes Elem School.

2. Select the **Year** for the new calendar (defaults to next year, i.e., 2026-27). If implementing during the current school year, select 25-26.
3. Type **RI** in **Name Template** and select [year][schoolname].
4. Type **999** in **Number** so the calendar will be at the bottom of the droplist.
5. Enter a start date for the calendar in the date field i.e. 07/01/2025.
6. Enter an end date for the calendar in the date field i.e. 06/30/2026.
7. Select *[District Name] District Office* from **Select Schools** i.e. Monroe County District Office.
8. Select **Run Wizard**.
9. A progress window will then display as elements are created.

Update the Calendar Information

Tool Search: Calendar Information

The screenshot shows a 'Calendar Info' form with the following fields and values:

- Calendar ID: 440
- School: 000 District Office (schoolID:15)
- *Name: 25-26 RI Provisioning Only
- Number: 999
- Sequence: [empty]
- *Start Date: 07/01/2025
- *End Date: 06/30/2026
- Summer School: [empty]
- Student Day (instructional minutes): [empty]
- Teacher Day (minutes): [empty]
- Exclude: [checked]
- Whole Day Absence (minutes): [empty]
- Half Day Absence (minutes): [empty]
- School Choice: [empty]
- Type: X: Outside District

1. Select Year, School: [district name] District Office, and Calendar: RI in the **Context**. If it is not available, refresh the browser (Ctrl + R) or log out and back into Campus.
2. Ensure the correct calendar is displayed.
3. Change **Name** to RI Provisioning Only keeping the years.
4. Check **Exclude** to remove data associated with this calendar from state reporting extracts.
5. Set **Type** to X: Outside District.
6. When finished making changes, select **Save**.

Copy data into RI Provisioning Only Calendar

Tool Search: Calendar Wizard

1. Select the **Copy date into Existing Calendars** option, then Next.
2. Select **Copy/Append other data elements** option, then Next.
3. Select **Source Calendar** from the same year that has the grade levels, terms, period structure and day setup that should be copied. A high school calendar may be the best match for ATC students.
4. Set **Destination Calendar** as the RI Provisioning Only calendar for the same year as the source calendar.
5. After confirming the selected calendars, select Next.
6. For **Pick the Data to Copy**, check the following items: Term Schedules, Period Schedules, Days, Day Events, and Grade Levels. NOTE: School Months data is not needed since attendance will not be recorded in this calendar.

The screenshot shows the 'Pick the Data to Copy' form with the following checkboxes and their states:

- ☐ Calendar Attributes
- ☐ Schedule Structures
- ☒ Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
- ☒ Period Schedules
- ☒ Days
- ☒ Day Events
- ☐ Section Templates
- ☐ Portal Calendar and Term Settings
- ☒ Grade Levels

7. Select **Run Wizard**.
8. A progress window will then display as elements are copied.
9. Review the copied counts of items.
 - a. If all zeros, update the RI Provisioning Only calendar's schedule structure name to match the name of the source calendar's schedule structure. Then do the copy again.

Verify Grade Level Setup

Tool Search: Grade Level Setup

1. Ensure **Context** is set to the RI Provisioning Only calendar.
2. Confirm that all grades needing an account are defined.
3. Add any missing grade levels.

Manually Enroll Students

Locate and Enroll a Student

Tool Search: Student Locator Wizard

1. Ensure **Context** is set to the RI Provisioning Only calendar.
 2. Enter the student's State ID on the Student Locator Wizard.
 3. Select Search to display matching results from both the state and district databases.
 - a. If the Name, Gender and Birth Date match the provided data, select the result to import the student. Proceed to Step 4.
 - b. If an arrow is displayed in front of the name, the student exists in your database. Select the result to go to Enrollments. If no active enrollment exists, select **New**, then go to Step 6.
- A small screenshot of a web interface element. It shows a grey rectangular box with the word 'Name' in a small font. Below the box is a yellow arrow pointing downwards, indicating a dropdown menu.
- c. If perfect match is not found, **STOP**. Do not use Create New Student. Confirm the student's State ID. All students enrolled in another district should be available in the Student Locator Wizard.
4. Complete the Race/Ethnicity data using the information provided.
 5. Scroll down to the Enrollment Detail section.
 6. Verify that **Calendar** has the correct year RI Provisioning Only calendar.
 7. Select the **Grade** using the information provided.
 8. Set **Start Date** using the information provided.
 9. Set **Local Start Status** using the information provided.
 10. Change **Service Type** to S: Partial.
 11. Select **Save**.
 12. Campus will display the **Student Records Transfer** screen. DO NOT SUBMIT A REQUEST.
 13. Refresh the browser (Ctrl + R) to return the Search parameters.

State Exclude the RI Provisioning Only enrollments

Tool Search: Enrollment

1. Select the District Office and RI Provisioning Only calendar in the **Context**.
2. Select Search Student.
3. Enter the State ID.
4. Select the RI Provisioning Only enrollment to see the details.
5. Under General Enrollment Information, verify that the **Service Type** is S: Partial. If not, update it.
6. Under State Reporting Fields, check **State Exclude**.
7. Select **Save**. The Enrollment summary information will be in red font for state excluded enrollments.

Refresh OneRoster Cache

Tool Search: Digital Learning Applications Configuration

RapidIdentity does not receive new enrollments until the OneRoster Cache is refreshed. The refresh is typically scheduled to occur at 10:10 PM since it is a resource intensive process. To include new enrollments sooner, the cache may be refreshed manually.

1. From Instruction | Settings | **Digital Learning Applications Configuration**.
2. Select **Settings & Management** (bottom left of screen).
3. Scroll to the bottom of the fly-out window, select **Refresh OneRoster Cache**.
4. A green message box should appear saying the refresh has been queued.
5. A process alert for OneRoster will be posted to the **Message Center** when the refresh is completed. Once this appears, RapidIdentity should receive the new students in the next hourly pull and update the student's email address in Infinite Campus.

Notes

These enrollments should be end dated if a student withdraws.

At the end of the year, post the proper end date and end status on all students.

If the non-district students accounts should be disabled over the summer, wait until the start of the next school year to roll forward enrollments.