

ENDING A USER WITHIN INFINITE CAMPUS SHOULD BE DONE WHENEVER A DISTRICT STAFF MEMBER WHO HAS HAD ACCESS LEAVES THE SCHOOL DISTRICT. IT IS IMPORTANT TO REMEMBER THAT USER DATA/INFORMATION SHOULD NOT BE DELETED. ENDING USERS BY EXPIRING AND /OR DISABLING THEIR ACCOUNT IS THE BEST WAY TO ENSURE THAT SENSITIVE INFORMATION IS NOT LOST.

# Ending Users

## AIM User Guide

When ending user information in Infinite Campus when a school district personnel leaves the district, it is crucial to remember that the user information should NOT be deleted. This is particularly important because some staff can be linked to important and sensitive documents such as IEP's and deleting their user info could also erase sensitive information.

**Instead, *End Date* their **District Employment**, then *Expire or Disable* their **User Account**.**

Follow the instructions in this AIM user guide when Ending a user within Infinite Campus.

**NOTE:** *Please be sure to update our [District AIM Contact Form](#) whenever there is a staff change that affects how the OPI AIM staff communicates with your school/district on AIM data and collections. It is important to keep this information as accurate and up to date as possible.*

# Ending A User in Infinite Campus:

Path: Search > All People > User's Last Name > Go

1. First, end the user's **District Employment**.
2. Using the **Search** tab, select **All People** from the drop down menu.
3. Enter the user's last name. Click **Go**.
4. Select the user from the search results.
5. Click on the **District Employment** tab.
6. Click open the current **Employment Record**.
7. Enter an **End Date** (the last day of employment for this user).
8. Click **Save**.
9. A prompt will appear, asking if you want to end all open assignments. Click **Yes**. All current District Assignments will be ended.  
**Note:** If the user was designated as a Special Ed staff, they will no longer appear in the list of *available Team Members* on a student's IEP.
10. Next, proceed with expiring the **User Account**.
11. Click the **Search** Tab, select **User** from the drop-down menu.
12. Enter the User's last name and click **Go**.
13. Select the User's **Username (the name in bold)**.
14. Click on the **User Account** tab.
15. Enter an **Expires Date** (the last date of employment in the district.)
16. Click **Save**. The **User Account** will no longer be active as of midnight on the date selected (if using a future date).

**Note:** Checking the **Disabled** box disables the user account immediately. **This is not required, but it is recommended.** Also, if only disabling a user account, it is recommended that the date of disabling be entered into the **Expires Date** field.

Demographics Identities Enrollments **District Employment** District

Save Delete New

Employment Records

#0860 Wolf Point Public Schools (08/01/2005 - 05/31/2019)

Employment Information

\* Start Date 08/01/2005 End Date 05/31/2019

Teaching Start Year 08/01/2005 Teaching Years Modifier

License Number FTE Percent (whole number 0-100)

Seniority T: Tenure Education

Year 17-18 School Jefferson Elem School

Index Search **User: keltnerc**

Person: Smith, Kimberlee

User Account User Groups Tool Rights Calendar

Save Delete Login As User User Rig

User Account Editor

Username keltnerc Password Reset Password

Expires Date 03/02/2018 Homepage Campus Instruction

Force Password Change  All Calendars

Disabled - Modified by: Unknown 08/23/2016 20:43 - Created Date: Unknown

Product Security Role Assignments

Point Of Sale

Student Information System

Student Information System - Group Assignment

Student Information System - Login As User

Search Results: 1 users

Smith, Kimberlee

keltnerc

For further assistance, contact the OPI AIM Helpdesk  
at 1-877-424-6681 or [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov)