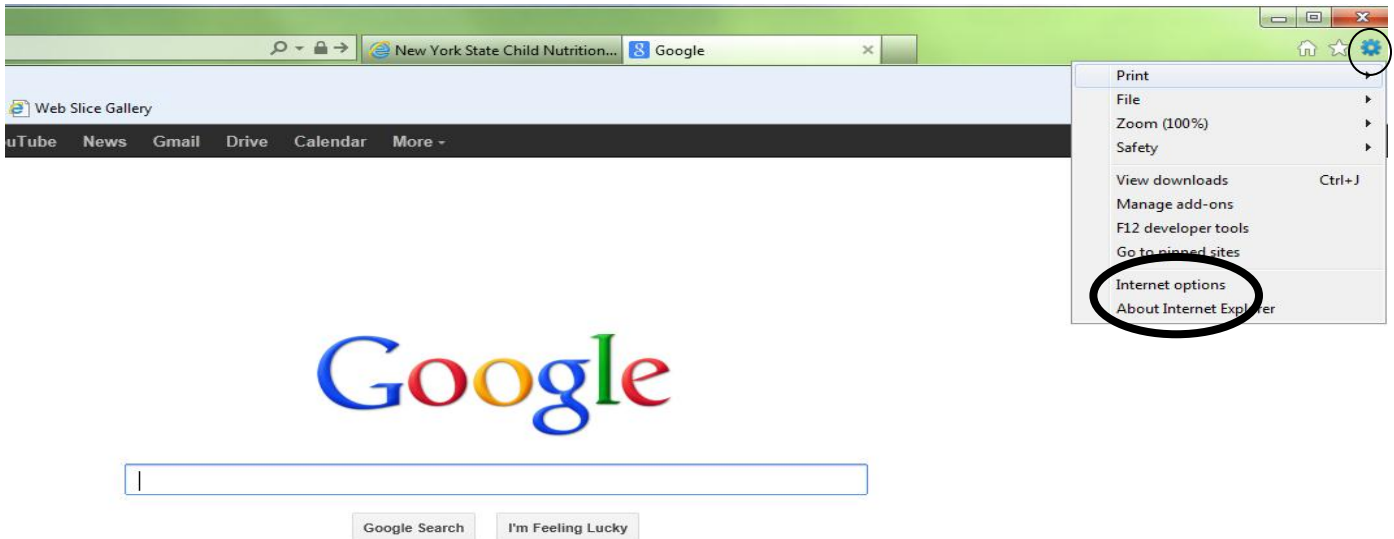


## Instructions for Direct Certification Date of Birth Search Tools

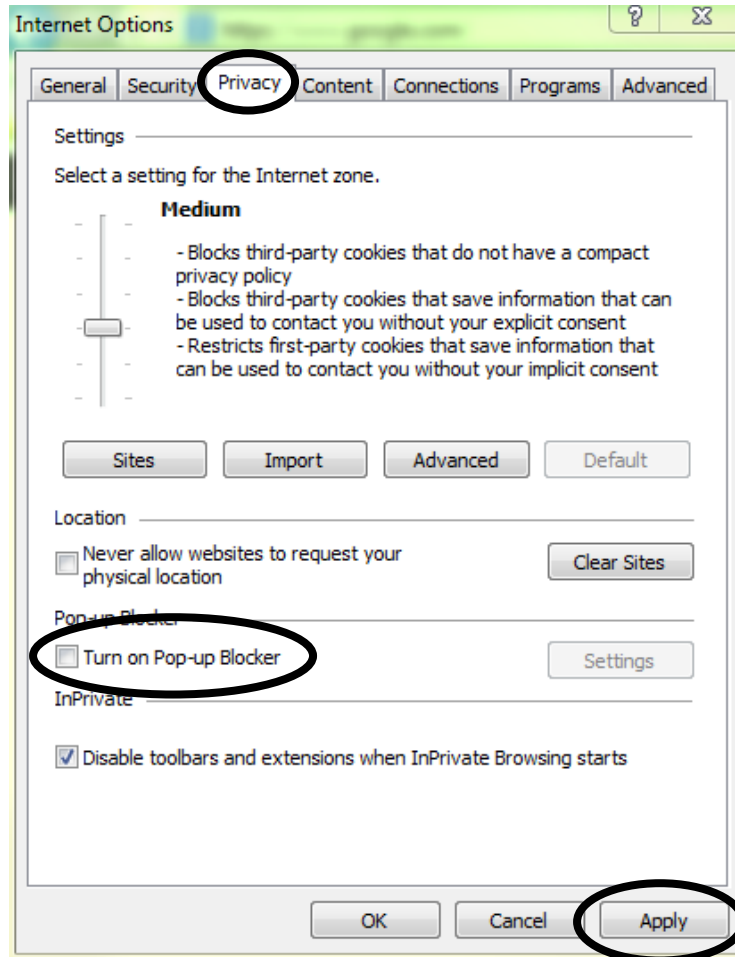
**Updated Database: CNMS passwords will have to be changed if they do not meet the following criteria or if you are denied access to the Discoverer database. Passwords are case sensitive, must be at least 8-12 characters, begin with a letter, and contain at least 1 number.**

1. Prior to starting the process open your web browser (i.e. internet explorer). Select *Tools Icon*, then select **“Internet Options.”**



## Instructions for Direct Certification Date of Birth Search Tools

2. Select the tab “**Privacy**” and uncheck the box “**Turn on Pop-up Blocker**” and click “**Apply**,” EXIT out of the web browser by clicking the red X in the upper right hand corner of the screen. Now you can re-open your web browser and begin the process.



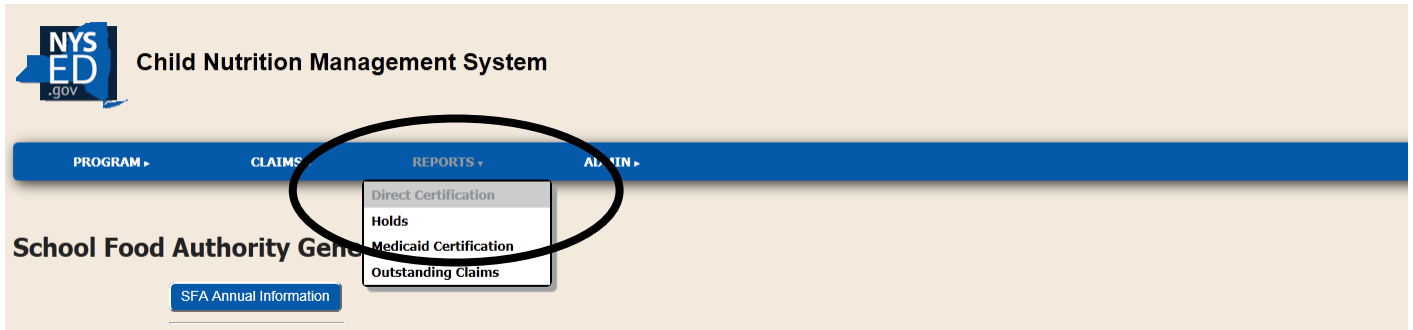
## Instructions for Direct Certification Date of Birth Search Tools

3. Go to the Child Nutrition Knowledge Center website: [portal.nysed.gov](http://portal.nysed.gov) then click on Child Nutrition Knowledge Center (CN).
4. Log into the Child Nutrition Management System by clicking the CNMS icon, and enter your User Name and Password.

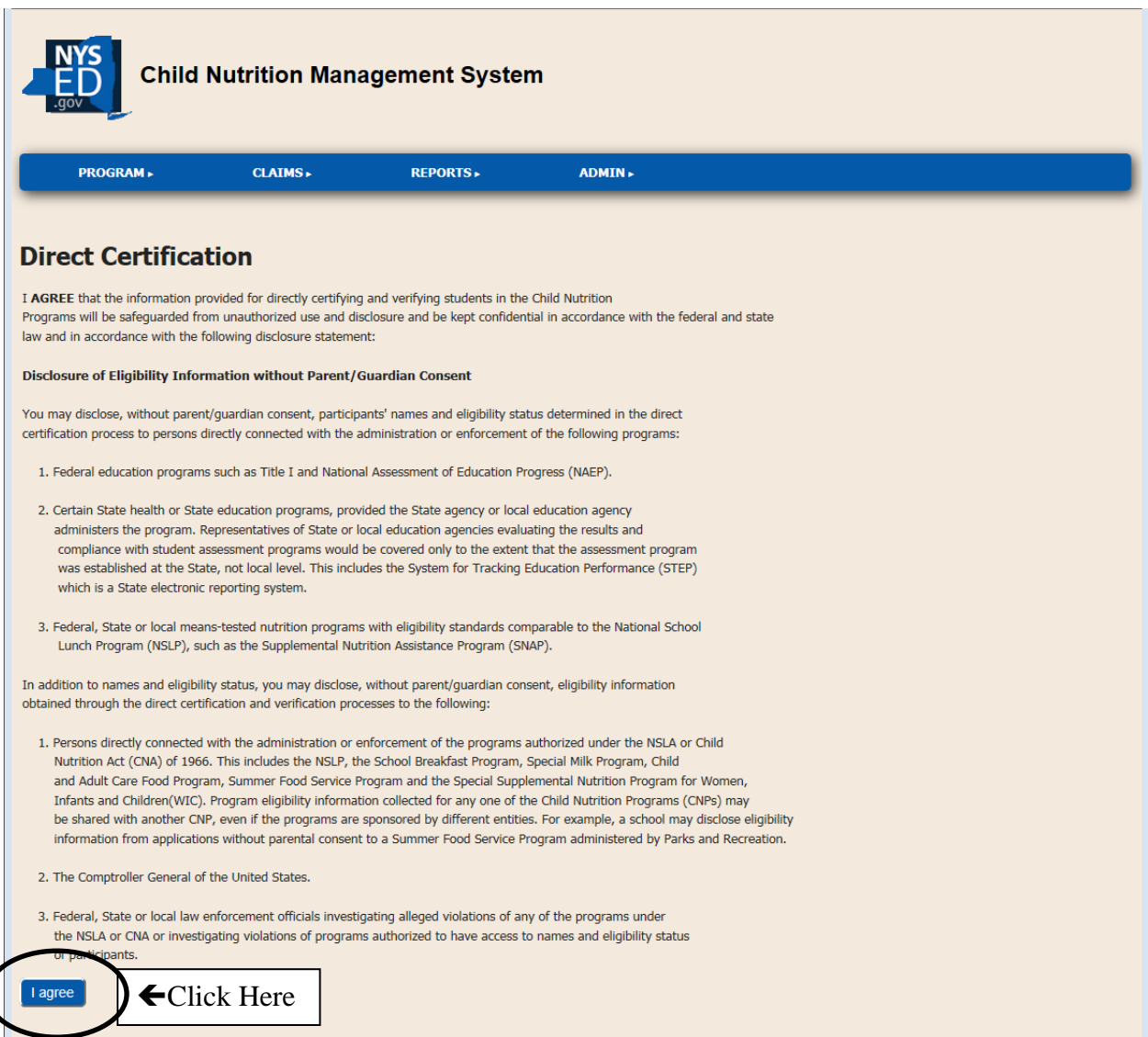
The screenshot shows the NYSED.gov website's Child Nutrition Knowledge Center. The top navigation bar includes links for CNMS Home, USDA, Links, Glossary, Annual Checklist, Contact Us, FAQs, and About Us. A search bar and a 'Reset Password' link are also present. The main content area features a 'Welcome to the Child Nutrition Knowledge Center' banner with the CNMS logo and a 'Click to Enter' button, which is circled in black. Below the banner, there are sections for 'Workshops Meetings Trainings' and 'Need to Know'. The left sidebar contains a navigation menu with categories such as Administrative Review, Eligibility, Food Based Menu Planning, Forms, General Info, HACCP/Sanitation, Holds, Local Wellness Policy, Management Companies, New School Food Authority, Nutrition & Health, Policy & Regulations, Programs, Reauthorization, Reimbursement, Reports, Resources, Reviews, and Summer Food Service Program. The right sidebar includes a 'Think Breakfast!' logo, a 'Direct Certification' announcement, and a list of various news items and links, including 'DCMP Mandatory Reporting Memo (8/15)', 'Professional Standards Training Requirements (8/15)', and '2015-2016 Adult Selling Prices (7/15)'.

## Instructions for Direct Certification Date of Birth Search Tools

5. Once you are logged into the CNMS, click: **Reports** → **Direct Certification**



6. Click on the “I agree” button under the disclosure statement.



## Instructions for Direct Certification Date of Birth Search Tools

7. The following screen should appear. You will enter the same User Name and Password as you used to enter the CNMS. You will also be prompted to enter **pwbr** in the required field “**Database.**”

### Troubleshooting:

1. All of the following need to be entered
  - a. Ensure username is entered in the appropriate box, and password is entered correctly as logging into the CNMS
  - b. Ensure “**pwbr**” is entered as the database
  - c. Click “**Go,**” do not hit the enter key.

ORACLE Discoverer Viewer  
Business Intelligence

Logout Help

Connect Directly

### Connect to Oracle BI Discoverer

To connect to Oracle BI Discoverer, click on a connection name or enter your connection details directly.

#### Choose Connection

Details	Connection	Description	Update	Delete
<a href="#">▶ Show SAMS</a>		SAMS Discoverer Production Reports		
<a href="#">▶ Show SEDREF Admin Reports</a>		SEDREF Admin Reports		
<a href="#">▶ Show SEDREF General Reports</a>		SEDREF General Reports		

#### Connect Directly

Enter your connection details below to connect directly to Oracle BI Discoverer.

\* Indicates required field.

Connect To: Oracle BI Discoverer

\* User Name:

\* Password:

\* Database:

End User Layer:

Locale: Locale retrieved from browser

**Username and password are the same as CNMS log in:**

Username

Password- Case Sensitive

Enter “**pwbr**” in the database field

Click “**Go,**” do not hit the enter key.

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[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)  
[Oracle Technology Network](#)

## Instructions for Direct Certification Date of Birth Search Tools

8. Once you have logged into Discoverer, you will select the “**Direct Certification SNAP/MEDI 2015-16 DOB Search**” by clicking the *plus sign* (inside of arrow) and then clicking on “**DOB Search.**”

ORACLE Discoverer Viewer  
Business Intelligence [Preferences](#) [Exit](#) [Help](#)

[Connect](#) >

### Worksheet List

#### Search

Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

#### Result List

[Expand All](#) | [Collapse All](#)



Focus	Name	Description
▼ Discoverer Workbooks		
⊕	▶ Direct Certification SNAP/MEDI 2015-16	
⊕	▶ Direct Certification SNAP/MEDI 2015-16 Case Number Search	
⊕	▶ Direct Certification SNAP/MEDI 2015-16 DOB Search	
⊕	▶ Direct Certification SNAP/MEDI 2015-16 Last Name Search	

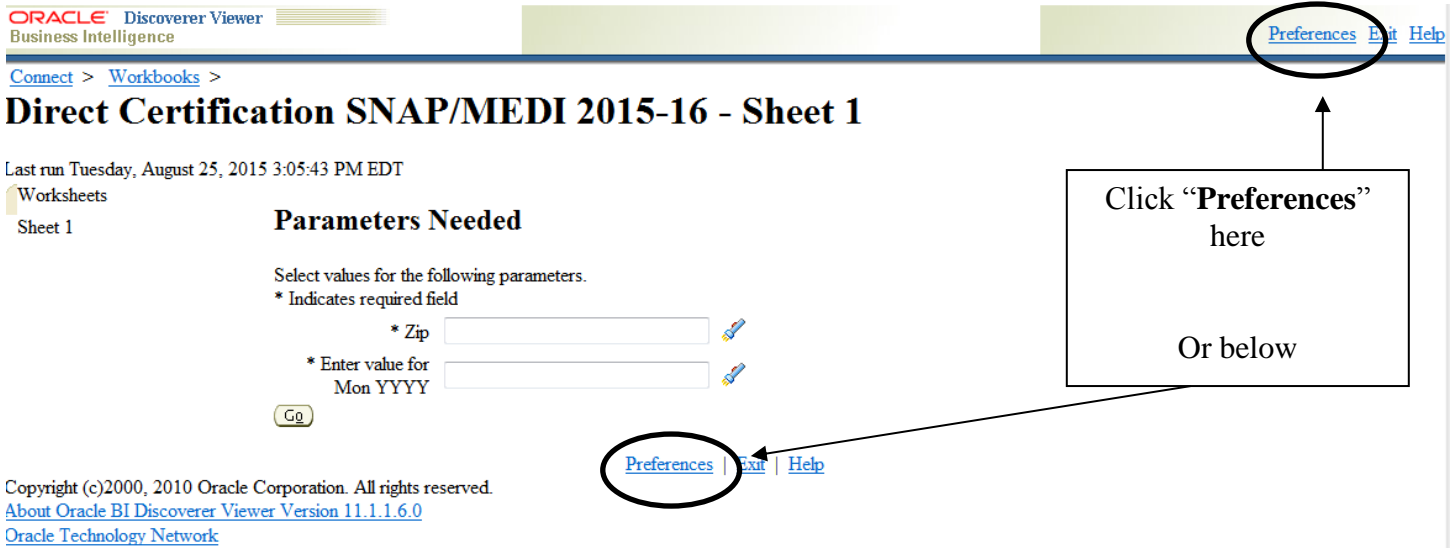
⊕	▶	Direct Certification SNAP/MEDI 2015-16
⊕	▶	Direct Certification SNAP/MEDI 2015-16 Case Number Search
⊕	▶	Direct Certification SNAP/MEDI 2015-16 DOB Search
⊕	▶	Direct Certification SNAP/MEDI 2015-16 Last Name Search

Sheet 1

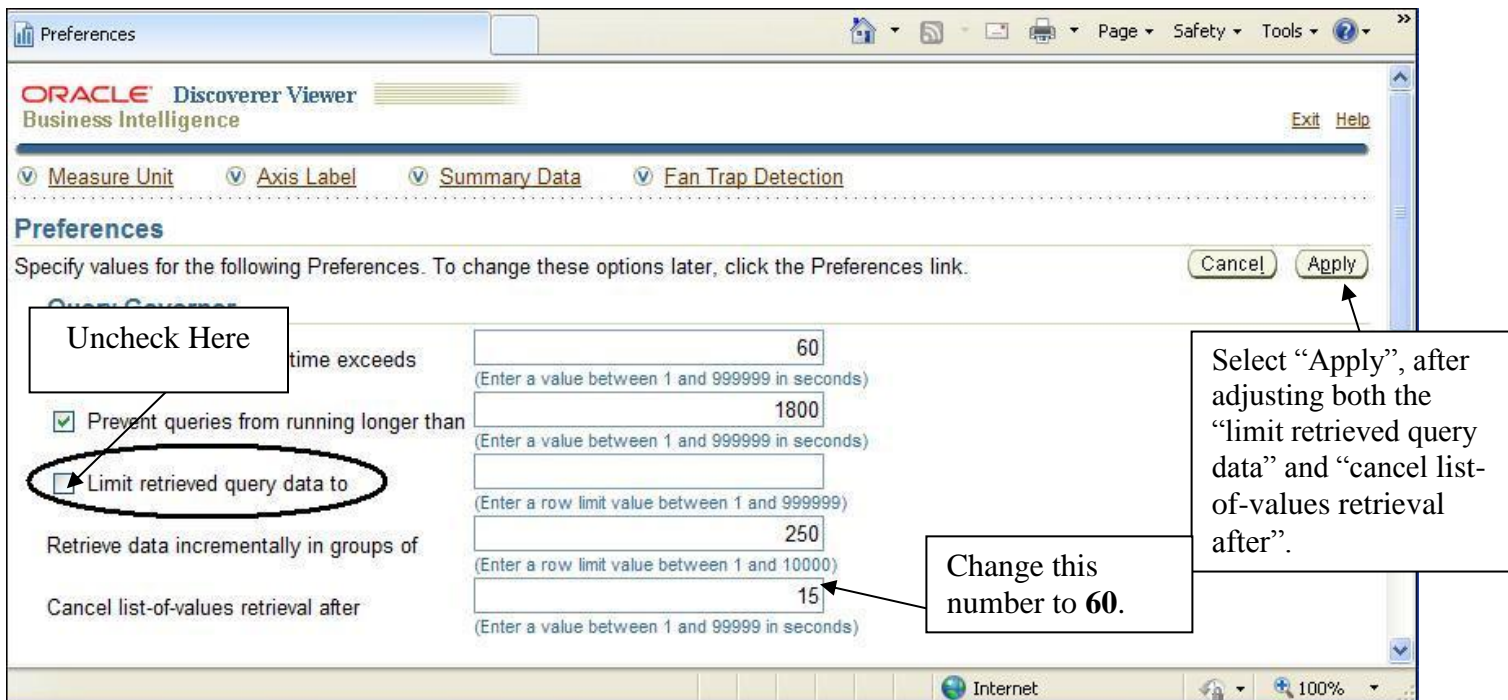
Click Here

## Instructions for Direct Certification Date of Birth Search Tools

9. The following screen should appear. Select “**Preferences**,” which is located in the upper right corner of the screen.



10. On the preferences screen, shown below:
- Uncheck the box “**Limit retrieved query data to**” as shown below.
  - The value entered in the “**Cancel list-of-values retrieval after**” box should be changed to **60** seconds.
  - Then select “**Apply**.” You will be returned to the previous screen.



## Instructions for Direct Certification Date of Birth Search Tools

11. Enter the student's date of birth (DOB) in the "Date Of Birth" field and click "Go."
  - a. Date must be entered as shown: two characters for the month, two for the day, and four for the year.
  - b. Troubleshooting:
    - i. Check to see that your firewall will allow access to the site
    - ii. Go to tools on your internet browser > Internet options > Security tab > adjust the setting to medium security level or below
    - iii. Contact your IT staff for suggestions

ORACLE Discoverer Viewer  
Business Intelligence

Preferences Exit Help

Connect > Workbooks >

### Direct Certification SNAP/MEDI 2015-16 DOB Search - Sheet 1

Last run Tuesday, August 25, 2015 5:47:38 PM EDT

Worksheets  
Sheet 1

#### Parameters Needed

Select values for the following parameters.  
\* Indicates required field

\* Date Of Birth    
ex: 05/09/2009  
(Use % as a wildcard.)

Go

Preferences | Exit | Help

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[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)  
[Oracle Technology Network](#)

12. The following screen should appear. Children with the DOB queried will be listed.

Actions  
[Rerun query](#)  
[Save as](#)  
[Revert to saved](#)  
[Printable page](#)  
[Export](#)  
[Send as e-mail](#)  
[Worksheet options](#)

#### Parameters

Select values for the following parameters.  
\* Indicates required field

\* Date Of Birth    
ex: 05/09/2009  
(Use % as a wildcard.)

Go

---

#### Table

Tools [Layout](#) [Sort](#) [Rows and Columns](#)

Page 1 of 10

Up 25 Rows Down

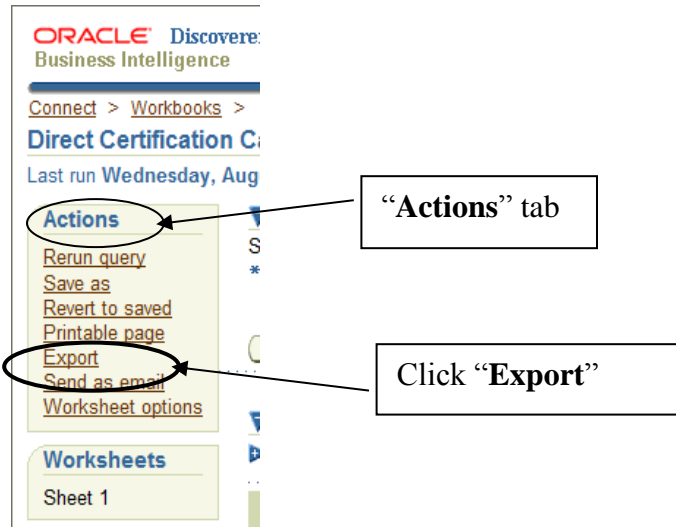
Rows 1-25

Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num
--------------------	------------	-----------	-----	-----	--------	------	-------	-----	-----------	----------

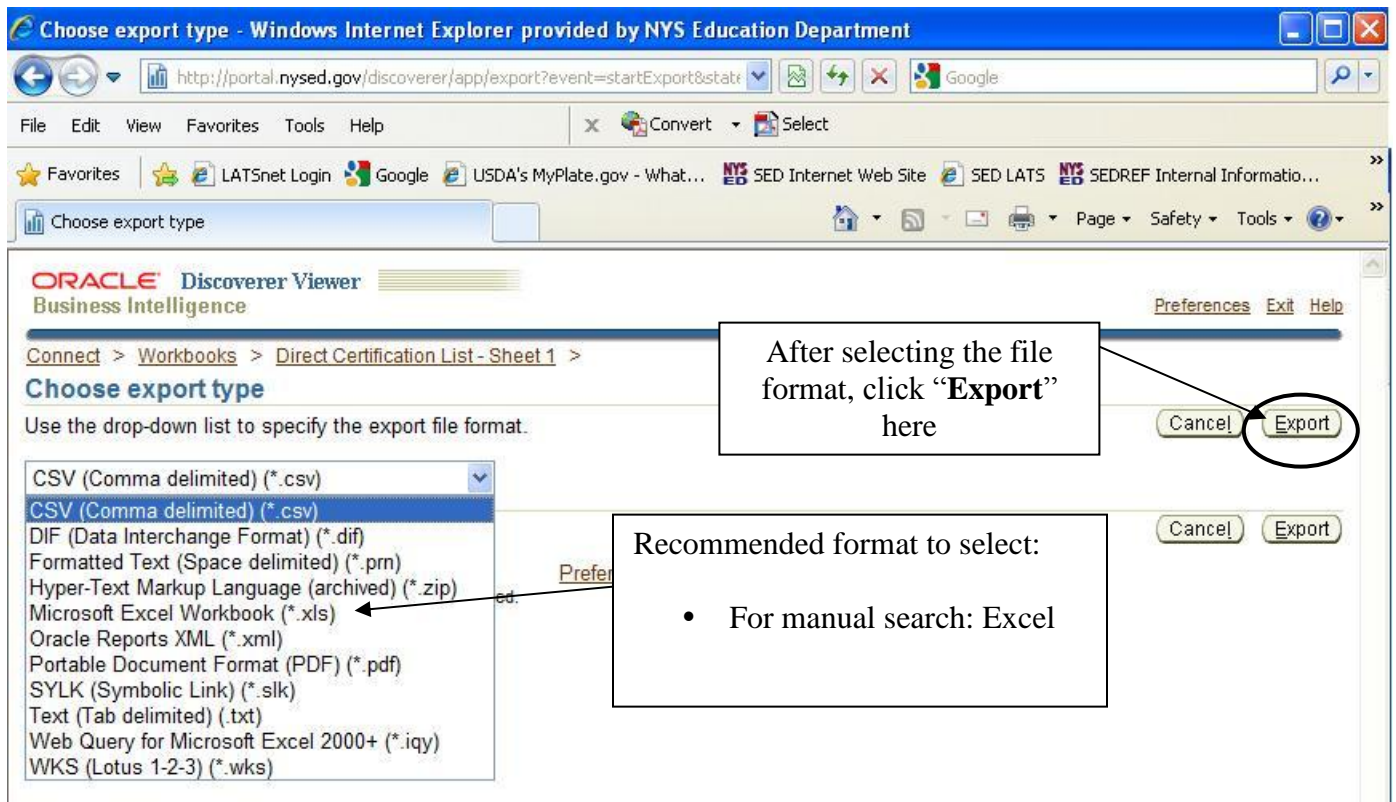


## Instructions for Direct Certification Date of Birth Search Tools

13. Click “**Export**” under the “**Actions**” list.



14. The following screen should appear. Use the drop-down list to specify the export file format. Select the **Microsoft Excel Workbook** to manually search for children, then click “**Export**.”

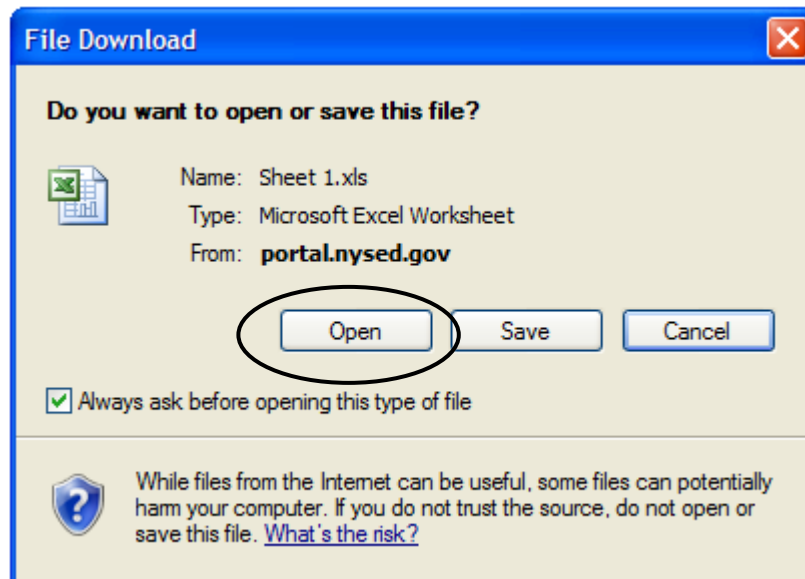


## Instructions for Direct Certification Date of Birth Search Tools

15. Click on the “Click to view or save” button.

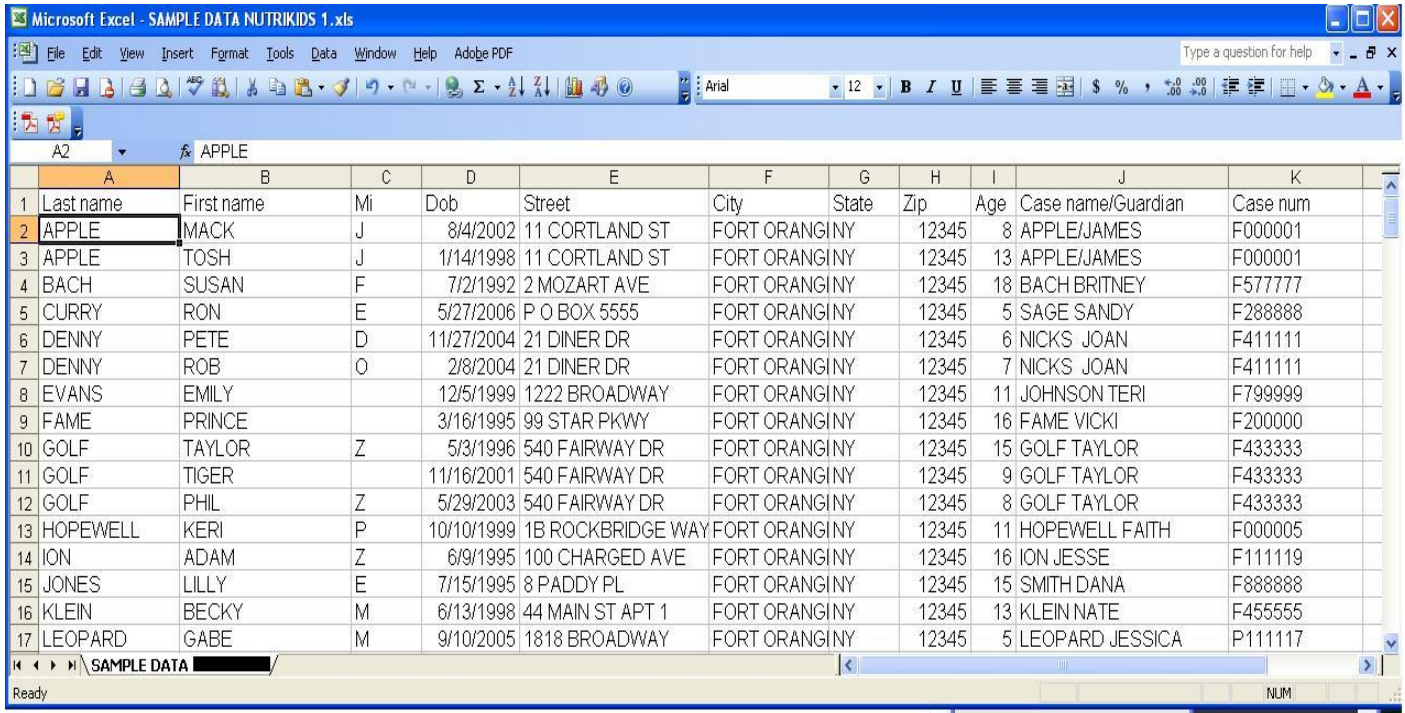


16. The following screen will appear. Click “Open.”



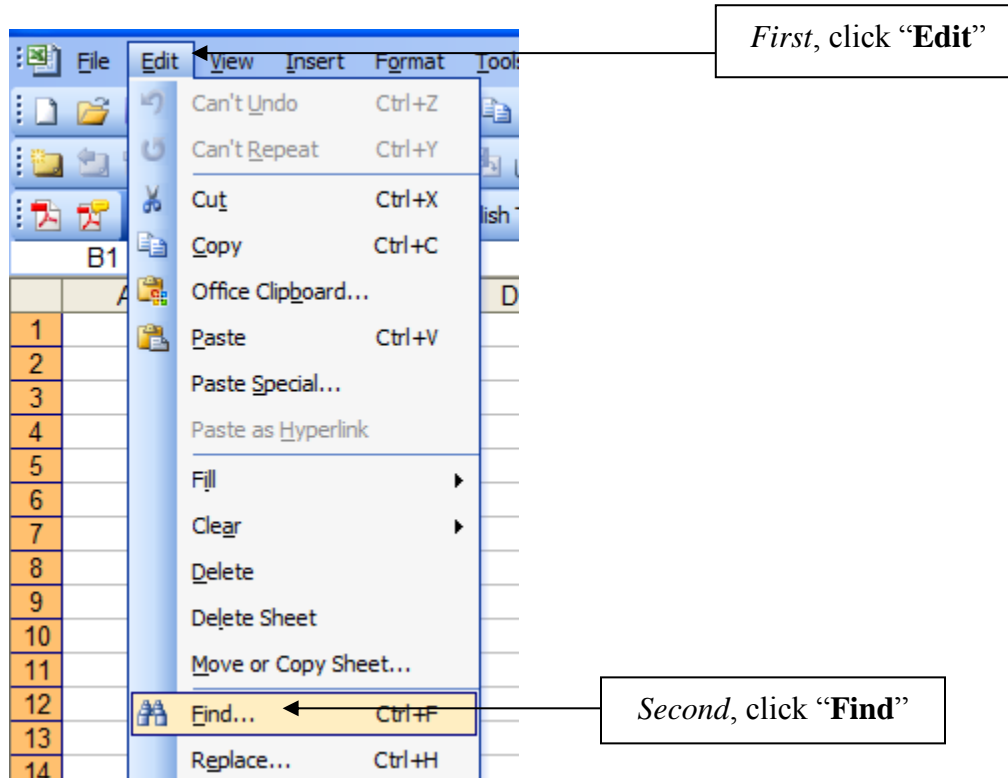
## Instructions for Direct Certification Date of Birth Search Tools

17. An excel sheet will be generated, as shown below.



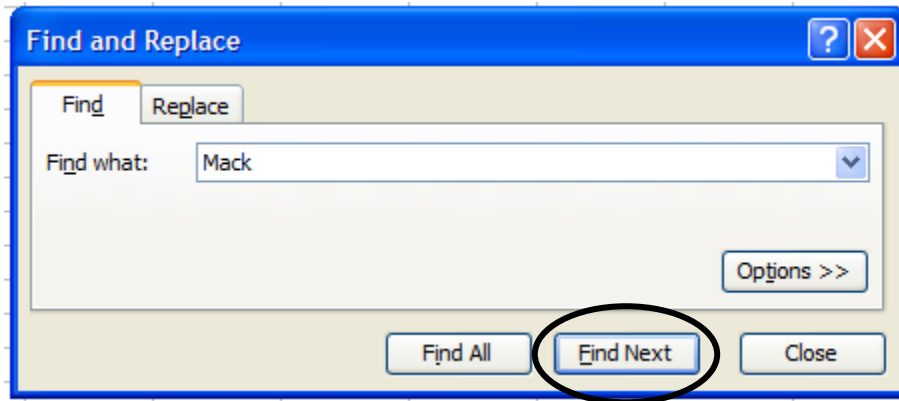
	A	B	C	D	E	F	G	H	I	J	K
1	Last name	First name	Mi	Dob	Street	City	State	Zip	Age	Case name/Guardian	Case num
2	APPLE	MACK	J	8/4/2002	11 CORTLAND ST	FORT ORANGINY		12345	8	APPLE/JAMES	F000001
3	APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT ORANGINY		12345	13	APPLE/JAMES	F000001
4	BACH	SUSAN	F	7/2/1992	2 MOZART AVE	FORT ORANGINY		12345	18	BACH BRITNEY	F577777
5	CURRY	RON	E	5/27/2006	P O BOX 5555	FORT ORANGINY		12345	5	SAGE SANDY	F288888
6	DENNY	PETE	D	11/27/2004	21 DINER DR	FORT ORANGINY		12345	6	NICKS JOAN	F411111
7	DENNY	ROB	O	2/8/2004	21 DINER DR	FORT ORANGINY		12345	7	NICKS JOAN	F411111
8	EVANS	EMILY		12/5/1999	1222 BROADWAY	FORT ORANGINY		12345	11	JOHNSON TERI	F799999
9	FAME	PRINCE		3/16/1995	99 STAR PKWY	FORT ORANGINY		12345	16	FAME VICKI	F200000
10	GOLF	TAYLOR	Z	5/3/1996	540 FAIRWAY DR	FORT ORANGINY		12345	15	GOLF TAYLOR	F433333
11	GOLF	TIGER		11/16/2001	540 FAIRWAY DR	FORT ORANGINY		12345	9	GOLF TAYLOR	F433333
12	GOLF	PHIL	Z	5/29/2003	540 FAIRWAY DR	FORT ORANGINY		12345	8	GOLF TAYLOR	F433333
13	HOPEWELL	KERI	P	10/10/1999	1B ROCKBRIDGE WAY	FORT ORANGINY		12345	11	HOPEWELL FAITH	F000005
14	ION	ADAM	Z	6/9/1995	100 CHARGED AVE	FORT ORANGINY		12345	16	ION JESSE	F111119
15	JONES	LILLY	E	7/15/1995	8 PADDY PL	FORT ORANGINY		12345	15	SMITH DANA	F888888
16	KLEIN	BECKY	M	6/13/1998	44 MAIN ST APT 1	FORT ORANGINY		12345	13	KLEIN NATE	F455555
17	LEOPARD	GABE	M	9/10/2005	1818 BROADWAY	FORT ORANGINY		12345	5	LEOPARD JESSICA	P111117

18. Once the column is highlighted in blue: click “Edit”, then click “Find.”

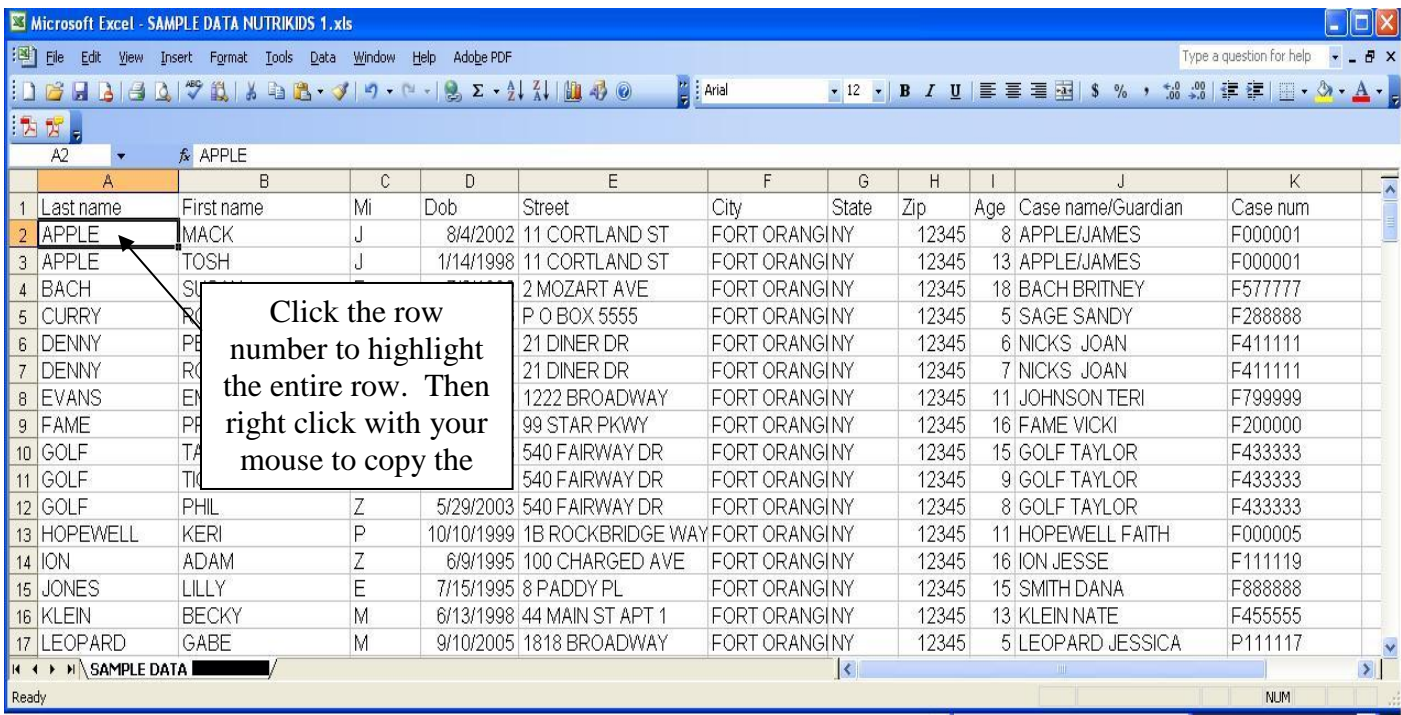


## Instructions for Direct Certification Date of Birth Search Tools

19. The following will appear, and you can search by first or last name here. After typing the name, click **“Find Next”** to scroll to the next name.



20. When you find the student you are searching click the row number to highlight the entire row. You can then copy and paste this row (student information searched) into the documentation you have currently saved for the Direct Certification Matching Process.



	A	B	C	D	E	F	G	H	I	J	K
1	Last name	First name	Mi	Dob	Street	City	State	Zip	Age	Case name/Guardian	Case num
2	APPLE	MACK	J	8/4/2002	11 CORTLAND ST	FORT ORANGINY		12345	8	APPLE/JAMES	F000001
3	APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT ORANGINY		12345	13	APPLE/JAMES	F000001
4	BACH	SI			2 MOZART AVE	FORT ORANGINY		12345	18	BACH BRITNEY	F577777
5	CURRY	R			P O BOX 5555	FORT ORANGINY		12345	5	SAGE SANDY	F288888
6	DENNY	PE			21 DINER DR	FORT ORANGINY		12345	6	NICKS JOAN	F411111
7	DENNY	RO			21 DINER DR	FORT ORANGINY		12345	7	NICKS JOAN	F411111
8	EVANS	EN			1222 BROADWAY	FORT ORANGINY		12345	11	JOHNSON TERI	F799999
9	FAME	PP			99 STAR PKWY	FORT ORANGINY		12345	16	FAME VICKI	F200000
10	GOLF	TA			540 FAIRWAY DR	FORT ORANGINY		12345	15	GOLF TAYLOR	F433333
11	GOLF	TI			540 FAIRWAY DR	FORT ORANGINY		12345	9	GOLF TAYLOR	F433333
12	GOLF	PHIL	Z	5/29/2003	540 FAIRWAY DR	FORT ORANGINY		12345	8	GOLF TAYLOR	F433333
13	HOPEWELL	KERI	P	10/10/1999	1B ROCKBRIDGE WAY	FORT ORANGINY		12345	11	HOPEWELL FAITH	F000005
14	ION	ADAM	Z	6/9/1995	100 CHARGED AVE	FORT ORANGINY		12345	16	ION JESSE	F111119
15	JONES	LILLY	E	7/15/1995	8 PADDY PL	FORT ORANGINY		12345	15	SMITH DANA	F888888
16	KLEIN	BECKY	M	6/13/1998	44 MAIN ST APT 1	FORT ORANGINY		12345	13	KLEIN NATE	F455555
17	LEOPARD	GABE	M	9/10/2005	1818 BROADWAY	FORT ORANGINY		12345	5	LEOPARD JESSICA	P111117