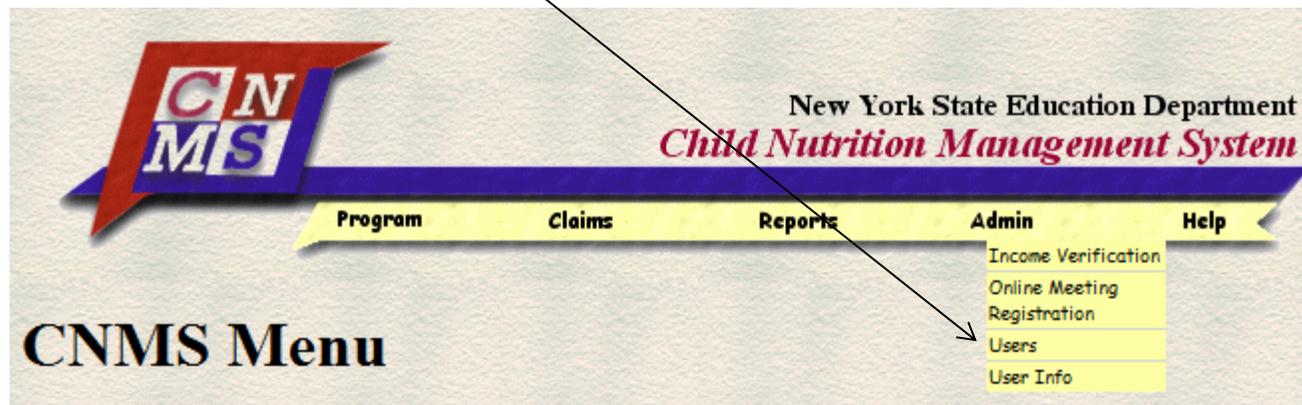# Child Nutrition Management System
## Instructions for Inactivating a User/Viewer/Management Company Role

Administrators of the Child Nutrition Management System (CNMS) must not share their username and password.  An administrator may add user, viewer and/or management company roles in CNMS.  The CNMS administrator is ultimately responsible for all CNMS activities.  If CNMS responsibilities have been delegated to another staff member, the administrator must create a **user role** for that individual.  The **viewer and management company roles** are available to allow staff members to view information in CNMS.  These roles do not allow them to edit information in the CNMS.  If the CNMS Administrator creates a user/viewer/management company role and that staff member leaves the School Food Authority/Sponsor, it is the Administrators responsibility to inactivate the role from CNMS.  The following instructions have been provided to indicate how to remove a role in the CNMS.

1.  The administrator must log into the CNMS with their username and password at www.nysed.gov/cn/cnms.htm.

2.  Select "Admin" on the yellow menu bar, then click "users".

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# Child Nutrition Management System
## Instructions for Inactivating a User/Viewer/Management Company Role

3.  The users will appear under "Application Users" as shown below.  Click the user's name that you are inactivating.
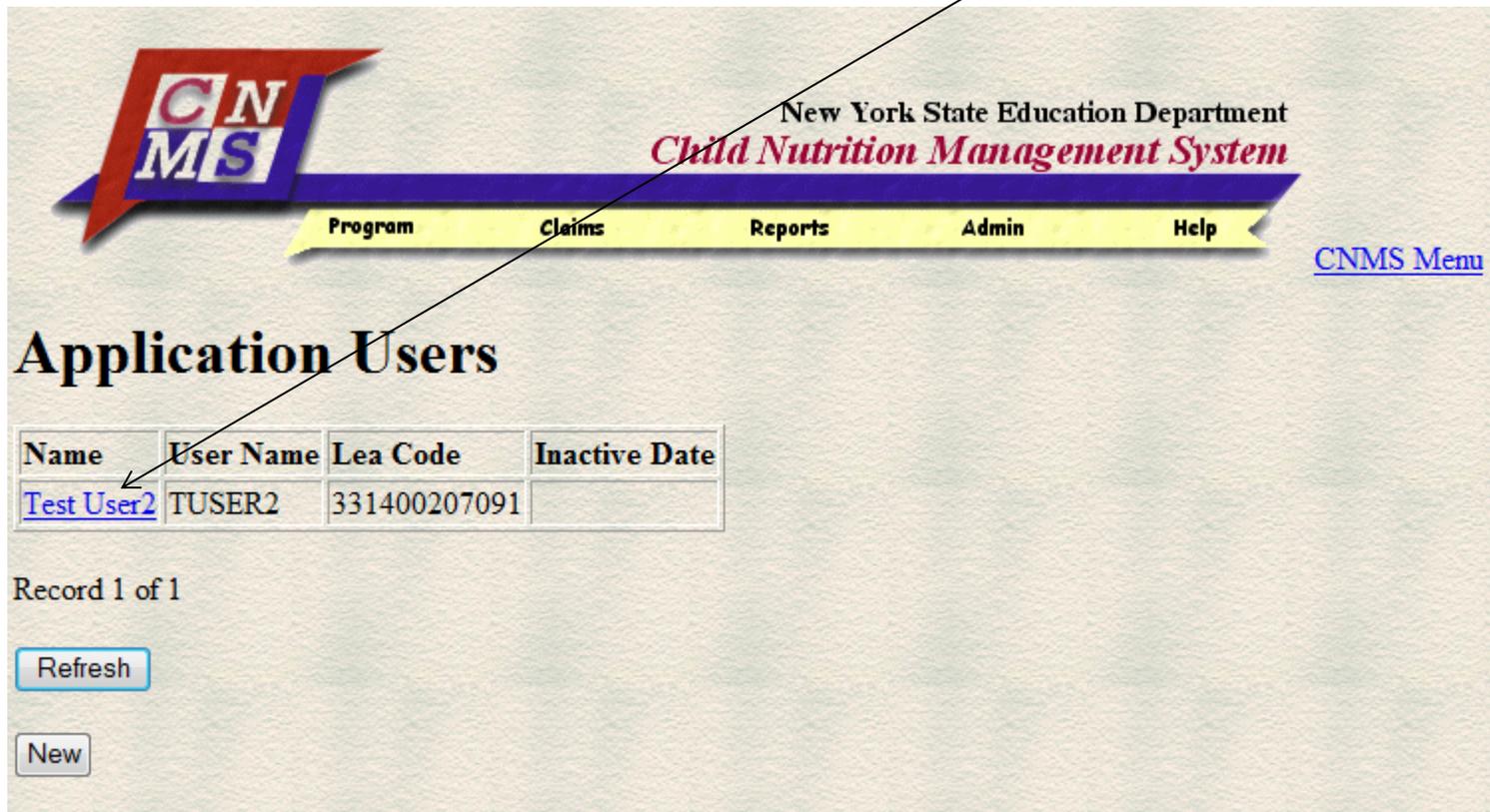
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# Child Nutrition Management System
## Instructions for Inactivating a User/Viewer/Management Company Role

4. The following Application Users screen will appear. Click the "Inactivate" checkbox, then click "Update". CNMS Administrators may also "Lock/Unlock" accounts if necessary.

## Application Users

| | |
|---|---|
| **User Name** | TUSER2 |
| **First Name** | Test |
| **Last Name** | User2 |
| **Role** | Management Company ▼ |
| **Phone** | 555-123-4567 |
| **Email Address** | @mail.nysed.gov |
| **Question** | High School Attended ▼ |
| **Password Response** | ps1 |
| **Lea Code** | 331400207091 |
| **Description*** | |
| **Lock/Unlock** | ☐ |
| **Inactivate** | ☐ |

[Update] [Revert] [New]

[Reset Password]

Note: Click" inactive" if you would like to permanently remove access of a user/viewer/management company role. To temporarily block access for a CNMS role, click "lock/unlock".