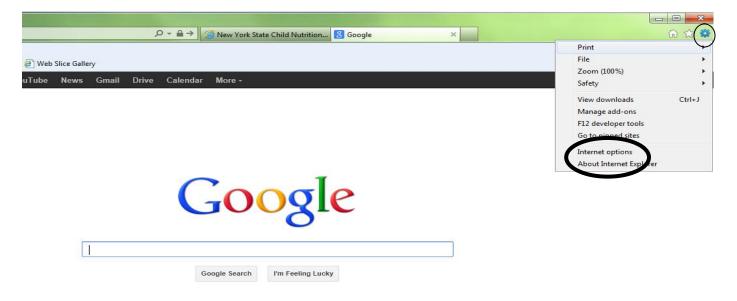
Updated Database: CNMS passwords will have to be changed if they do not meet the following criteria or if you are denied access to the Discoverer database. Passwords are case sensitive, must be at least 8-12 characters, begin with a letter, and contain at least 1 number.

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



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.

Internet Options	1 mar are			8 23		
General Securi	ity Privacy Content	Connections	Programs	Advanced		
Settings						
Select a setting	g for the Internet zone.					
_ м	edium					
 Blocks third-party cookies that do not have a compact privacy policy Blocks third-party cookies that save information that can be used to contact you without your explicit consent Restricts first-party cookies that save information that can be used to contact you without your implicit consent 						
Sites	Import	Advanced	Def	fault		
	v websites to request you ation	ur	Clea	r Sites		
Pon-up Blocker						
Turn on Pop	p-up Blocker		Set	tings		
InPrivate						
☑ Disable too	lbars and extensions wh	en InPrivate Br	owsing star	ts		
	ОК	Ca	incel	Apply		

- 3. Go to the Child Nutrition Knowledge Center website: 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.



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

Child	Nutrition Man	agement System			
PROGRAM •	CLAIMS	REPORTS +	AL NIN +		
School Food Au	thority Gen Annual Information	Direct Certification Holds Medicaid Certification Outstanding Claims	ノ		

6. Click on the "**I agree**" button under the disclosure statement.

NYS ED .gov	Nutrition Mana	agement Syster	m
PROGRAM •	CLAIMS •	REPORTS •	ADMIN +
Direct Certifica	tion		
I AGREE that the information p Programs will be safeguarded for law and in accordance with the l	om unauthorized use and dis	closure and be kept confident	e Child Nutrition tial in accordance with the federal and state
Disclosure of Eligibility Infor	mation without Parent/G	Guardian Consent	
You may disclose, without paren certification process to persons (
1. Federal education program	s such as Title I and Nationa	l Assessment of Education Pro	rogress (NAEP).
compliance with student a	Representatives of State or lo ssessment programs would te, not local level. This inclu	ocal education agencies evaluate be covered only to the extent	
		with eligibility standards com rition Assistance Program (SN	nparable to the National School IAP).
In addition to names and eligibil obtained through the direct cert			sent, eligibility information
Nutrition Act (CNA) of 196 and Adult Care Food Progr Infants and Children(WIC) be shared with another CN	5. This includes the NSLP, th am, Summer Food Service P Program eligibility informat P, even if the programs are	e School Breakfast Program, s rogram and the Special Suppl ion collected for any one of th sponsored by different entities	authorized under the NSLA or Child Special Milk Program, Child lemental Nutrition Program for Women, he Child Nutrition Programs (CNPs) may s. For example, a school may disclose eligibility rogram administered by Parks and Recreation.
2. The Comptroller General of	the United States.		
or participants.		jating alleged violations of an s authorized to have access to	

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.

<u>Connect Directly</u>			
Connect to Oracle I	BI Discoverer		
To connect to Oracle BI Discoverer, click o	n a connection name or enter your conne	ction details directly.	
Choose Connection			
			Create Connection
Details <u>Connection</u> \(Description	Update Delete
► <u>Show</u> SAMS	SAMS Discoverer Produ	action Reports	
Show SEDREF Admin Reports	SEDREF Admin Reports		
Show SEDREF General Reports	SEDREF General Report	ts	
Connect Directly			
Enter your connection details below to co	annact directly to Oracle BI Discoverer	Username and passwo	rd are the same as
 * Indicates required field. 	mileer uncerty to oracle Di Discoverer.	CNMS log in:	tu ure une sume us
Connect To Oracle BI Discoverer	•	8	
* User Name	+	Username	
* Password	•		
* Database	•	Password- Case Sensitiv	/e
End User Layer		Enter " pwbr " in the data	abase field
Locale Locale retrieved from b	rowser 🔻	Ĩ	
Ge		Click "Go," do not hit th	he enter key.
Copyright (c)2000, 2010 Oracle Corporation About Oracle BI Discoverer Viewer Version Oracle Technology Network			

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**."

onnect >		
Vorksheet List		
Search		
Type in a search string to find a specific	workbook or result set. Use the drop-down me	enu to choose between Database and Scheduled Workbooks.
Search All Workbooks	G <u>o</u>	
Result List		
Refresh		
Expand All Collapse All 💠		
Focus ▼ Discoverer Workbooks	Name	Description
🕂 🕨 🖗 Direct Certification	on SNAP/MEDI 2015-16	
	n SNAP/MEDI 2015-16 Case Number Searc n SNAP/MEDI 2015-16 DOB Search	ch
	m SNAP/MEDI 2015-16 Last Name Search	
ф	Direct Certification	tion SNAP/MEDI 2015-16
ф ф	-	ntion SNAP/MEDI 2015-16 ntion SNAP/MEDI 2015-16 Case Number S
⊕ ⊕ ⊕	Þ 🦻 Direct Certifica	ntion SNAP/MEDI 2015-16 Case Number S
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9. The following screen should appear. Select "**Preferences**," which is located in the upper right corner of the screen.

ORACLE Discoverer Vier Business Intelligence	wer		Preferences Eit Help
<u>Connect</u> > <u>Workbooks</u> >			
Direct Certifie	cation SNAP/MI	EDI 2015-16 - Sheet 1	<u>↑</u>
[AA A AA A_A A	015 2.05.42 DM EDT		
Last run Tuesday, August 25, 2 Worksheets	015 5.05.45 PM ED1		Click " Preferences "
Sheet 1	Parameters Neede	d	here
	Select values for the following p * Indicates required field	arameters.	
	* Zip	1	Or below
	* Enter value for Mon YYYY	\$	Of below
	Go		
Copyright (c)2000, 2010 Oraci About Oracle BI Discoverer Vi Oracle Technology Network	le Corporation. All rights reserved. iewer Version 11.1.1.6.0	Preferences Exit Help	

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

n Preferences	🚵 🔹 📾 🔹 🖶 🕈 Page	🛛 🔹 Safety 🕶 Tools 👻 🕢		
ORACLE Discoverer Viewer Business Intelligence		Exit Help		
🖲 <u>Measure Unit</u> 💿 <u>Axis Label</u> 💿 <u>Su</u>	mmary Data 🛛 🕑 Fan Trap Detection			
Preferences				
Ouese Causenes	change these options later, click the Preferences link.	Cance! Apply		
Uncheck Here	60	Select "Apply", after		
time exceeds	(Enter a value between 1 and 999999 in seconds)			
Prevent queries from running longer than	1800	adjusting both the		
T revent queries from running longer than	(Enter a value between 1 and 999999 in seconds)	"limit retrieved query		
Limit retrieved query data to		data" and "cancel list		
Connector query data to	(Enter a row limit value between 1 and 999999)	of-values retrieval		
Retrieve data incrementally in groups of	250	after".		
, ,	(Enter a row limit value between 1 and 10000) Change this			
Cancel list-of-values retrieval after	number to 60 .			
	(Enter a value between 1 and 99999 in seconds)			
	/ 91 12	🖓 🕶 🔍 100% 👻 👘		

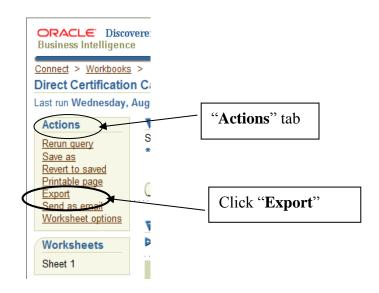
- 11. Enter the student's date of birth (DOB) in the "**Date Of Birth**" field and click "**Go**."
 - a. Date must be entered as shown: two characters for the month, two for the day, and four for the year.
 - b. Troubleshooting:
 - i. Check to see that your firewall will allow access to the site
 - ii. 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
<u>Connect</u> > <u>Workbooks</u> > Direct Certificatio	n SNAP/MEI	DI 2015-16	DOB Search - Sheet 1
Last run Tuesday, August 25, 2015 5:47: Worksheets	38 PM EDT		
Sheet 1 Param	eters Needed		
	es for the following parameter required field	S.	
	te Of Birth 5/09/2009 01/01/2001	1	
Go	(Use % as a wild	lcard.)	
Copyright (c)2000, 2010 Oracle Corpora About Oracle BI Discoverer Viewer Vers Oracle Technology Network	tion. All rights reserved.	îerences <u>Exit</u> <u>Help</u>	

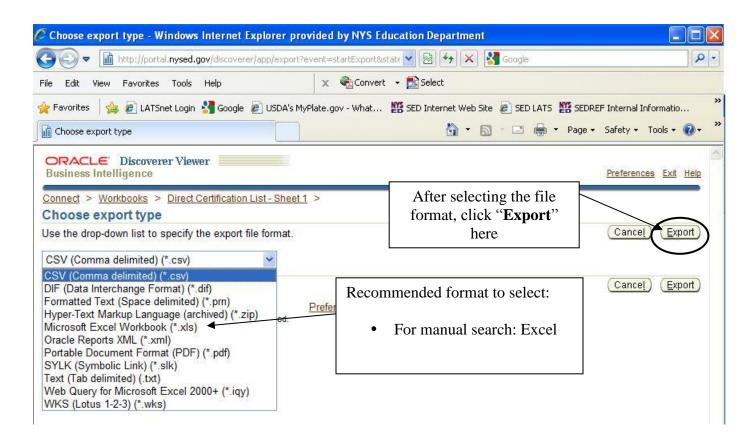
12. The following screen should appear. Children with the DOB queried will be listed.

Actions Rerun query	▼ Parameters				
Save as Revert to saved Printable page Export Send as e-mail Worksheet options	Select values for the following parameters. * Indicates required field * Date Of Birth ex: 05/09/2009 (Use % as a wildcard.) CO	đ			
Worksheets Sheet 1	▼Table				
	► Tools Layout Sort Rows and Columns				
	⊘ Up 25 Rows ▼ <u>Down</u> ⊗ ►Case Name/Guardian ►First Nam	e ►Last Name ►DOB	Rows 1-25 ►Age ►Street	►City	►State ►Zip ►Case Type ►Case Num

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**."



15. Click on the "**Click to view or save**" button.



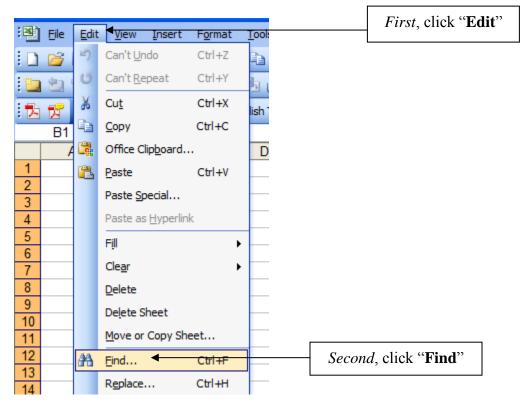
16. The following screen will appear. Click "**Open**."

File Download
Do you want to open or save this file?
Name: Sheet 1.xls Type: Microsoft Excel Worksheet From: portal.nysed.gov
Open Save Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

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

Microsoft Excel - S/	AMPLE DATA NUTRIKIDS	1.xls									. 🗆 🛛
🕙 Eile Edit View	Insert Format Tools [<u>)</u> ata <u>W</u> indow	Help Adobe PDF						Ту	pe a question for help 🔒	-8>
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13 17 <u>.</u>											
A2 -	∱ APPLE										
A	В	C	D	E	F	G	Н	1	J	K	1
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 OR AND	91NY -	12345	8	APPLE/JAMES	F000001	
3 APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT ORANG	HNY	12345	13	APPLE/JAMES	F000001	
4 BACH	SUSAN	F	7/2/1992	2 MOZART AVE	FORT OR AND	HNY	12345	18	BACH BRITNEY	F577777	
5 CURRY	RON	E	5/27/2006	P O BOX 5555	FORT OR AND	HNY	12345	5	SAGE SANDY	F288888	
6 DENNY	PETE	D	11/27/2004	21 DINER DR	FORT OR AND	HNY	12345	6	NICKS JOAN	F411111	
7 DENNY	ROB	0	2/8/2004	21 DINER DR	FORT ORANG	HNY	12345	7	NICKS JOAN	F411111	
8 EVANS	EMILY		12/5/1999	1222 BROADWAY	FORT OR AND	HNY	12345	11	JOHNSON TERI	F799999	
9 FAME	PRINCE		3/16/1995	99 STAR PKWY	FORT ORANG	HNY	12345	16	FAME VICKI	F200000	
ID GOLF	TAYLOR	Z	5/3/1996	540 FAIRWAY DR	FORT ORANG	HNY	12345	15	GOLF TAYLOR	F433333	
I1 GOLF	TIGER		11/16/2001	540 FAIRWAY DR	FORT ORANG	HNY	12345	9	GOLF TAYLOR	F433333	
12 GOLF	PHIL	Z	5/29/2003	540 FAIRWAY DR	FORT OR AND	HNY	12345	8	GOLF TAYLOR	F433333	
3 HOPEWELL	KERI	P	10/10/1999	1B ROCKBRIDGE WAY	FORTORANC	HNY	12345	11	HOPEWELL FAITH	F000005	
14 ION	ADAM	Z	6/9/1995	100 CHARGED AVE	FORT OR AND	HNY	12345	16	ION JESSE	F111119	
15 JONES	LILLY	E	7/15/1995	8 PADDY PL	FORT ORANG	HNY	12345	15	SMITH DANA	F888888	
16 KLEIN	BECKY	M	6/13/1998	44 MAIN ST APT 1	FORT OR AND	HNY	12345	13	KLEIN NATE	F455555	
17 LEOPARD	GABE	M	9/10/2005	1818 BROADWAY	FORT OR AND	HNY	12345	5	LEOPARD JESSICA	P111117	
SAMPLE D	DATA Example					<					>
Ready										NUM	

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



11 of 12

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.

Find and Replace	? 🛛
Fin <u>d</u> Replace	
Find what: Mack	▼
	Options >>
	Find All Find Next Close

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.

<u>File E</u> dit <u>V</u> iew	Insert Format Tools	<u>D</u> ata <u>W</u> indow	<u>H</u> elp Ado <u>b</u> e PDF							Туре	a question for help	- 6
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A	В	C	D	E		F	G	Н	1	J	K	
Last name	First name	Mi	Dob	Street	City		State	Zip	Age	Case name/Guardian	Case num	
APPLE 💊	MACK	J	8/4/2002	11 CORTLAND ST	FORT	ORANGI	NΥ	12345	8	APPLE/JAMES	F000001	
APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT	ORANGI	NΥ	12345	13	APPLE/JAMES	F000001	
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CURRY	R Cli	Click the row number to highlight			FORT	ORANGI	٧Y	12345	5	SAGE SANDY	F288888	
DENNY	PE numbe				FORT	ORANGI	NΥ	12345	6	NICKS JOAN	F411111	
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GOLF	TIC	c to cop	ythe	540 FAIRWAY DR	FORT	ORANGI	NY	12345	9	GOLF TAYLOR	F433333	
GOLF	PHIL	Z	5/29/2003	540 FAIRWAY DR	FORT	ORANGI	NΥ	12345	8	GOLF TAYLOR	F433333	
HOPEWELL	KERI	Р	10/10/1999	1B ROCKBRIDGE WAY	FORT	ORANGI	NΥ	12345	11	HOPEWELL FAITH	F000005	
ION	ADAM	Z	6/9/1995	100 CHARGED AVE	FORT	ORANGI	NY	12345	16	ION JESSE	F111119	
JONES	LILLY	E	7/15/1995	8 PADDY PL	FORT	ORANGI	NΥ	12345	15	SMITH DANA	F888888	
KLEIN	BECKY	M	6/13/1998	44 MAIN ST APT 1	FORT	ORANGI	NΥ	12345	13	KLEIN NATE	F455555	
LEOPARD	GABE	М	9/10/2005	1818 BROADWAY	FORT	ORANGI	NΥ	12345	5	LEOPARD JESSICA	P111117	
> > SAMPLE D							<					