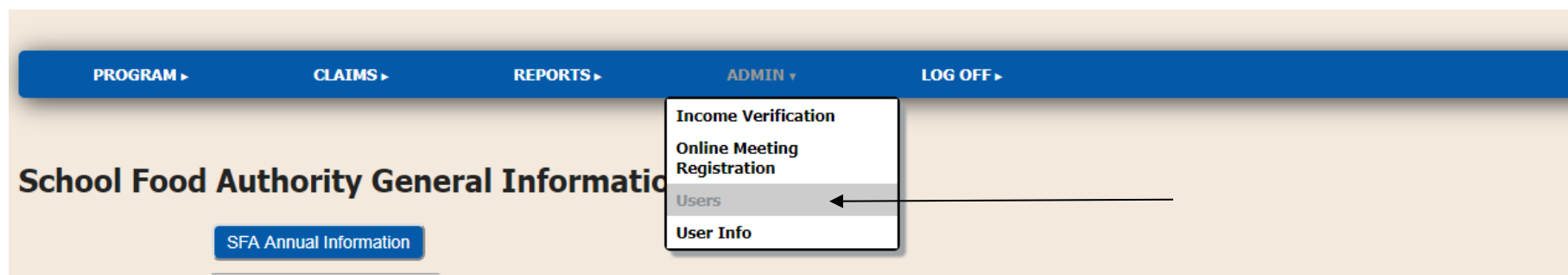


# Child Nutrition Management System: Instructions for Adding a User/Viewer/Management Company Role

Administrators of the Child Nutrition Management System (CNMS) must not share their username and password. An administrator may add a user, viewer and/or management company roles in the 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 the CNMS. These roles do not allow them to edit information in the CNMS. The following instructions have been provided to indicate how to create an additional role in the CNMS.

1. The administrator must log into the CNMS with their username and password at <http://www.cn.nysed.gov/>
2. Select “Admin” on the blue menu bar, then click “users”



3. Click “New” as shown below.

The screenshot displays the user interface for the NYS ED Child Nutrition Management System. At the top left is the NYS ED .gov logo. To its right is the title "Child Nutrition Management System". Below this is a blue navigation bar with the following menu items: PROGRAM ▾, CLAIMS ▾, REPORTS ▾, ADMIN ▾, and LOG OFF ▾. The main content area is titled "Application Users". In the bottom left corner of this area, there are two buttons: "Refresh" and "New". A black arrow points from the right towards the "New" button.

4. The following Application Users screen will appear. Enter the staff members: first name, middle initial, last name, user role\*\*, phone number, email address, security question, password response (response to security question), and description (enter school name). After entering all of the staff member's information, click "insert".

**NYS ED .gov** Child Nutrition Management System

PROGRAM ▶ CLAIMS ▶ REPORTS ▶ ADMIN ▶ LOG OFF ▶

### Application Users

Enter values for new Application Users record

First Name

MI\*

Last Name

Role    
 Management Company   
 Management Company   
 School Food Authority User   
 School Food Authority Viewer

Phone

Email Address

Question    
 Favorite Breakfast Food

Password Response

Description\*

**\*\*Note:** select the appropriate CNMS role for your staff member. Users are able to make updates, submit claims and create reports in the CNMS. The viewer/management company roles only allow staff to view CNMS information. Management Company Employees are not allowed to submit claims for reimbursement.

5. The staff member will instantly receive an email with their newly assigned username and a temporary password which must be updated during the initial log-in.