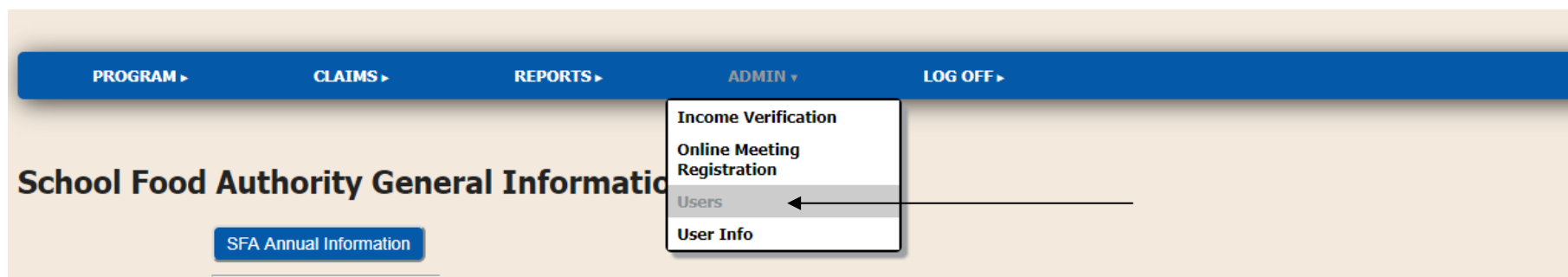


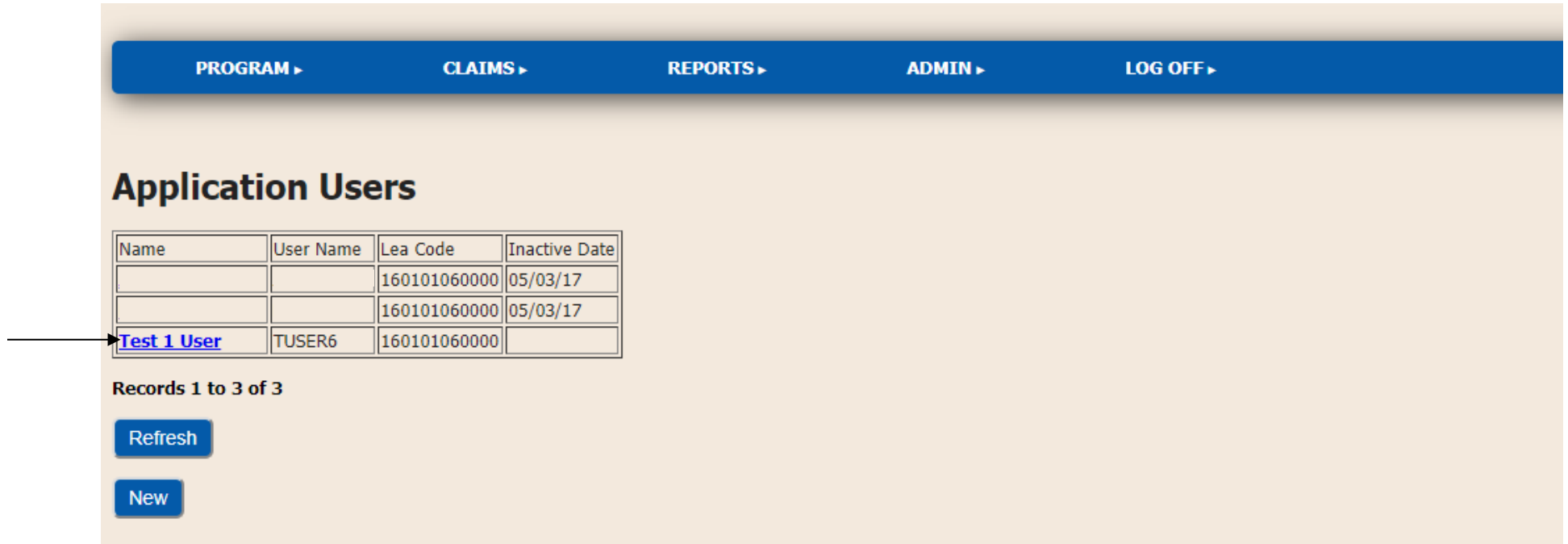
Child Nutrition Management System: Instructions for Inactivating a User/Viewer/Management Company Role

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 <http://www.cn.nysed.gov/>
2. Select “Admin” on the blue menu bar, then click “users”.



3. The users will appear under “Application Users” as shown below. Click the user’s name that you are inactivating.



The screenshot displays a web application interface with a blue navigation bar at the top containing the following menu items: PROGRAM >, CLAIMS >, REPORTS >, ADMIN >, and LOG OFF >. Below the navigation bar, the page title is "Application Users". A table with four columns is shown: Name, User Name, Lea Code, and Inactive Date. The table contains three rows of data. The first row has an empty Name field, an empty User Name field, a Lea Code of 160101060000, and an Inactive Date of 05/03/17. The second row has an empty Name field, an empty User Name field, a Lea Code of 160101060000, and an Inactive Date of 05/03/17. The third row has the Name "Test 1 User" (which is underlined and blue, indicating it is a link), a User Name of TUSER6, a Lea Code of 160101060000, and an empty Inactive Date field. An arrow points to the "Test 1 User" link. Below the table, the text "Records 1 to 3 of 3" is displayed. At the bottom left, there are two blue buttons: "Refresh" and "New".

Name	User Name	Lea Code	Inactive Date
		160101060000	05/03/17
		160101060000	05/03/17
Test 1 User	TUSER6	160101060000	

Records 1 to 3 of 3

Refresh

New

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: TUSER6
First Name: Test
MI*: 1
Last Name: User
Role: Management Company
Phone:
Email Address: Test@ny.gov
Question: Favorite Breakfast Food
Password Response: blueberries
Lea Code: 160101060000
Description*:
Lock/Unlock:
Inactivate:

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"