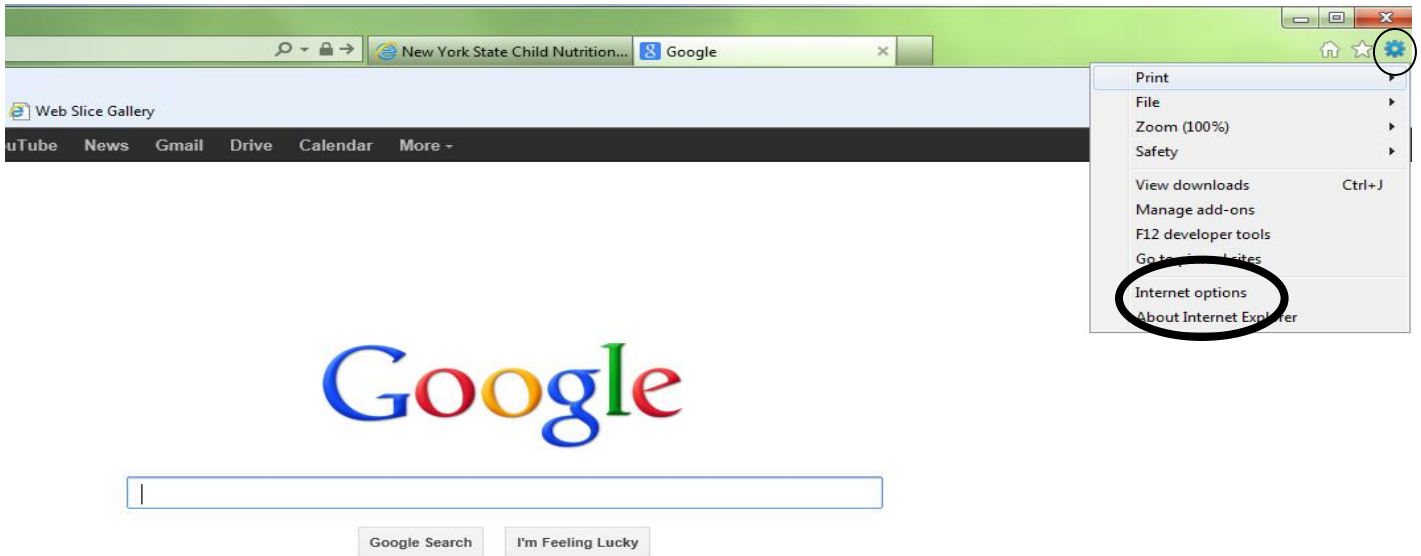


## Instructions for Direct Certification Last Name Search Tools

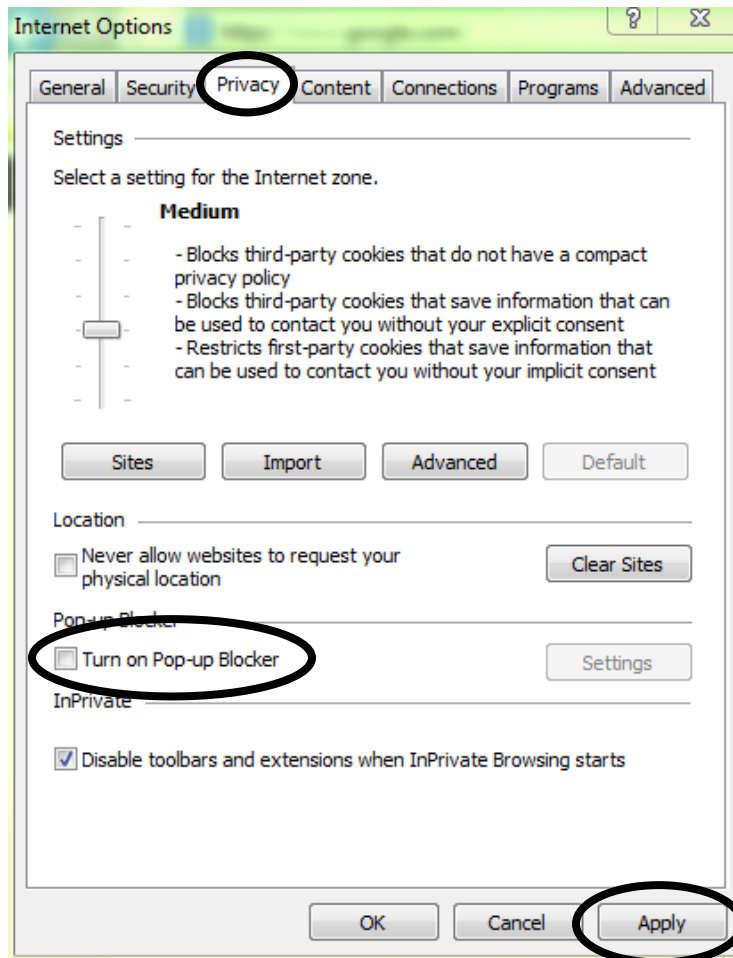
**Updated Database:** CNMS passwords will have to be changed if they do not meet the following criteria or if you are denied access to the Discoverer database. Passwords are case sensitive, must be at least 8-12 characters, begin with a letter, and contain at least 1 number.

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



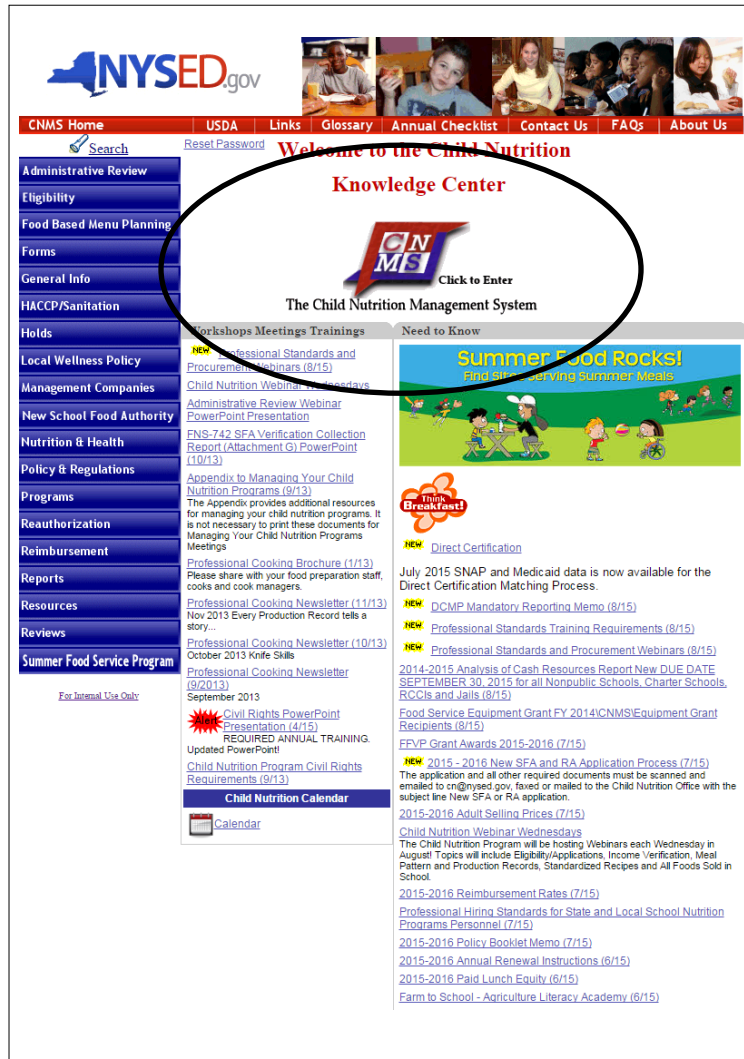
## Instructions for Direct Certification Last Name Search Tools

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.



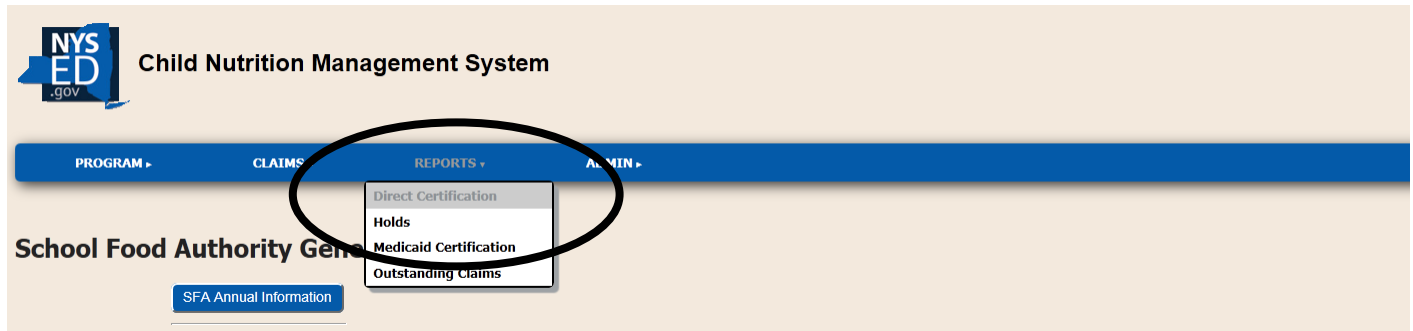
## Instructions for Direct Certification Last Name Search Tools

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.

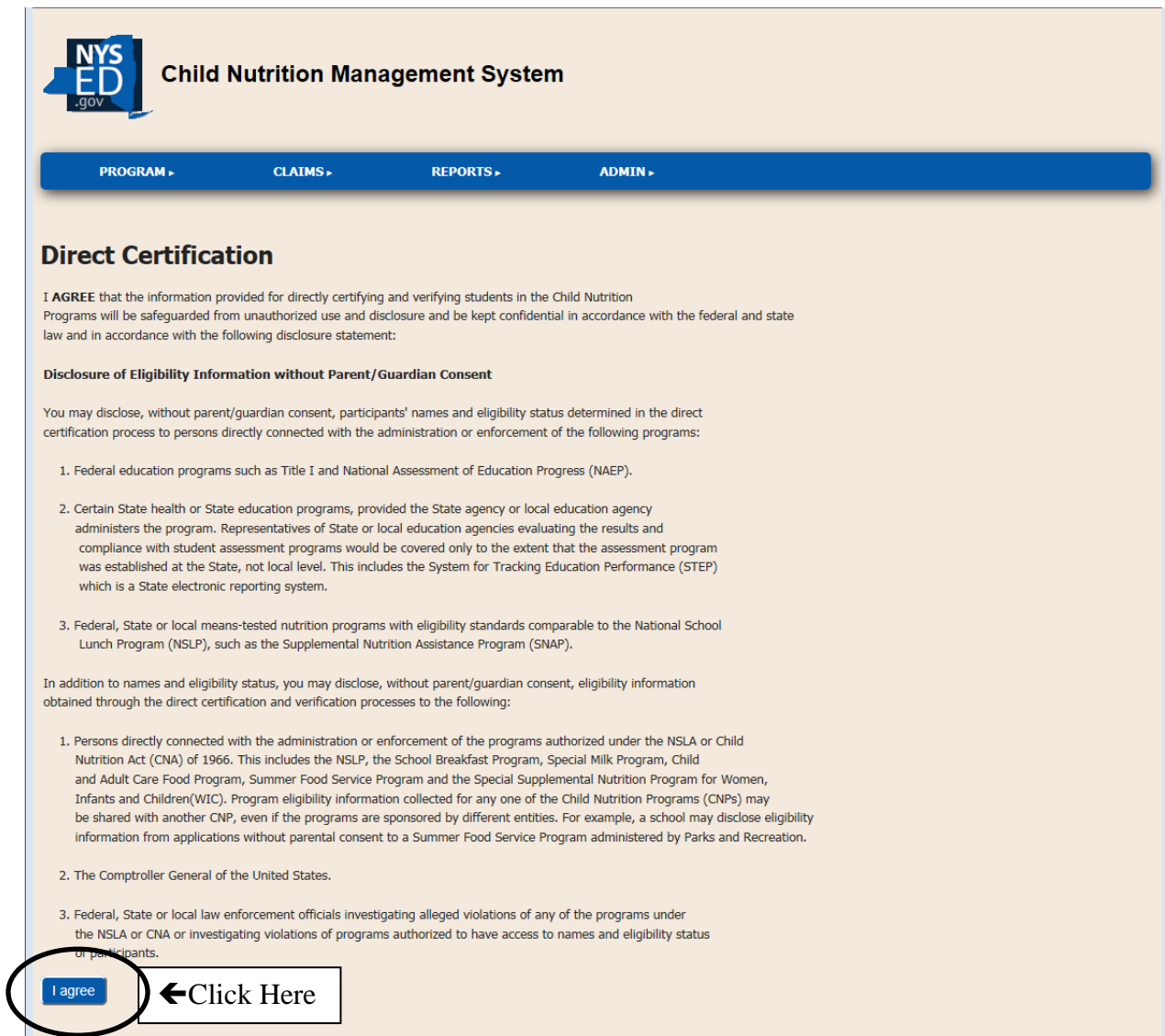


## Instructions for Direct Certification Last Name Search Tools

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



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



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

PROGRAM CLAIMS **REPORTS** ADMIN

### Direct Certification

I **AGREE** that the information provided for directly certifying and verifying students in the Child Nutrition Programs will be safeguarded from unauthorized use and disclosure and be kept confidential in accordance with the federal and state law and in accordance with the following disclosure statement:

**Disclosure of Eligibility Information without Parent/Guardian Consent**

You may disclose, without parent/guardian consent, participants' names and eligibility status determined in the direct certification process to persons directly connected with the administration or enforcement of the following programs:

1. Federal education programs such as Title I and National Assessment of Education Progress (NAEP).
2. Certain State health or State education programs, provided the State agency or local education agency administers the program. Representatives of State or local education agencies evaluating the results and compliance with student assessment programs would be covered only to the extent that the assessment program was established at the State, not local level. This includes the System for Tracking Education Performance (STEP) which is a State electronic reporting system.
3. Federal, State or local means-tested nutrition programs with eligibility standards comparable to the National School Lunch Program (NSLP), such as the Supplemental Nutrition Assistance Program (SNAP).

In addition to names and eligibility status, you may disclose, without parent/guardian consent, eligibility information obtained through the direct certification and verification processes to the following:

1. Persons directly connected with the administration or enforcement of the programs authorized under the NSLA or Child Nutrition Act (CNA) of 1966. This includes the NSLP, the School Breakfast Program, Special Milk Program, Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Program eligibility information collected for any one of the Child Nutrition Programs (CNP) may be shared with another CNP, even if the programs are sponsored by different entities. For example, a school may disclose eligibility information from applications without parental consent to a Summer Food Service Program administered by Parks and Recreation.
2. The Comptroller General of the United States.
3. Federal, State or local law enforcement officials investigating alleged violations of any of the programs under the NSLA or CNA or investigating violations of programs authorized to have access to names and eligibility status of participants.

**I agree** **Click Here**

## Instructions for Direct Certification Last Name 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
<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	

Create Connection

Update Delete

#### 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

Go

**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 Last Name Search Tools

8. Once you have logged into Discoverer you will select the “**Direct Certification SNAP/MEDI 2015-16 Last Name Search**” by clicking the *plus sign* (inside of arrow) and then clicking on “**Sheet 1**.”



[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 Last Name Search Tools

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

ORACLE Discoverer Viewer  
Business Intelligence

Connect > Workbooks >

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

Last run Tuesday, August 25, 2015 3:05:43 PM EDT

Worksheets  
Sheet 1

#### Parameters Needed

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

\* Zip

\* Enter value for Mon YYYY

Go

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

Preferences Exit Help

Click “Preferences” here  
Or below

Preferences Exit Help

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.

Preferences

ORACLE Discoverer Viewer  
Business Intelligence

Exit Help

Measure Unit Axis Label Summary Data Fan Trap Detection

### Preferences

Specify values for the following Preferences. To change these options later, click the Preferences link.

Cancel! Apply

#### Query Governor

☒ Warn me if predicted time exceeds   
(Enter a value between 1 and 999999 in seconds)

☒ Prevent queries from running longer than   
(Enter a value between 1 and 999999 in seconds)

☐ Limit retrieved query data to   
(Enter a row limit value between 1 and 999999)

Retrieve data incrementally in groups of   
(Enter a row limit value between 1 and 10000)

Cancel list-of-values retrieval after   
(Enter a value between 1 and 99999 in seconds)

Uncheck Here

Change this number to 60.

Select “Apply”, after adjusting both the “Limit retrieved query data to” and “Cancel list-of-values retrieval”

## Instructions for Direct Certification Last Name Search Tools

11. Enter the last name in the “**Last Name**” field and click “**Go**.”
  - a. 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 Last Name Search - Sheet 1

Last run Tuesday, August 25, 2015 5:38:17 PM EDT

Worksheets  
Sheet 1

#### Parameters Needed

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

\* Last Name

**Go**

Preferences | Exit | Help

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

12. If you are having trouble finding a student’s last name, you can broaden your search by adding “%” (the percentage sign) to the beginning and/or end of the name you are searching for, and then click “**Go**.”

### Parameters Needed

Select values for the following parameters.

\* Indicates required field

\* Last Name

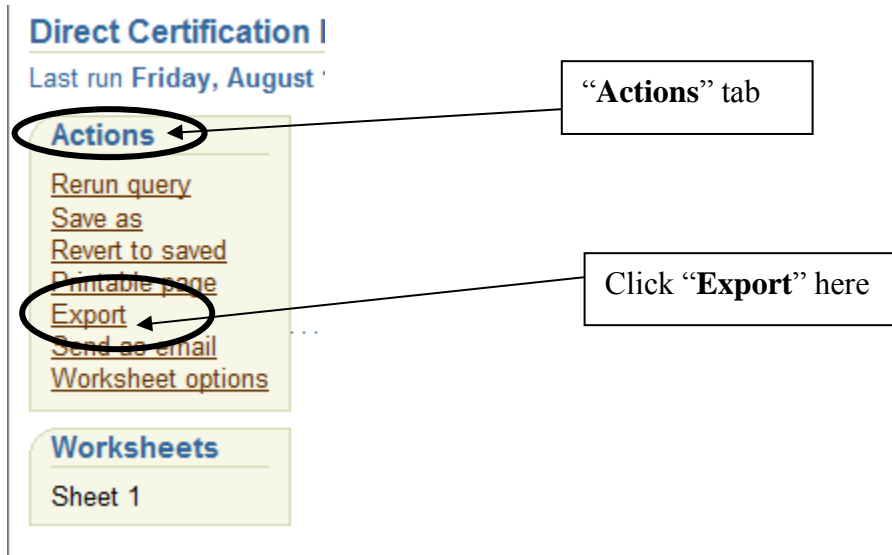
Last Name

**Go**

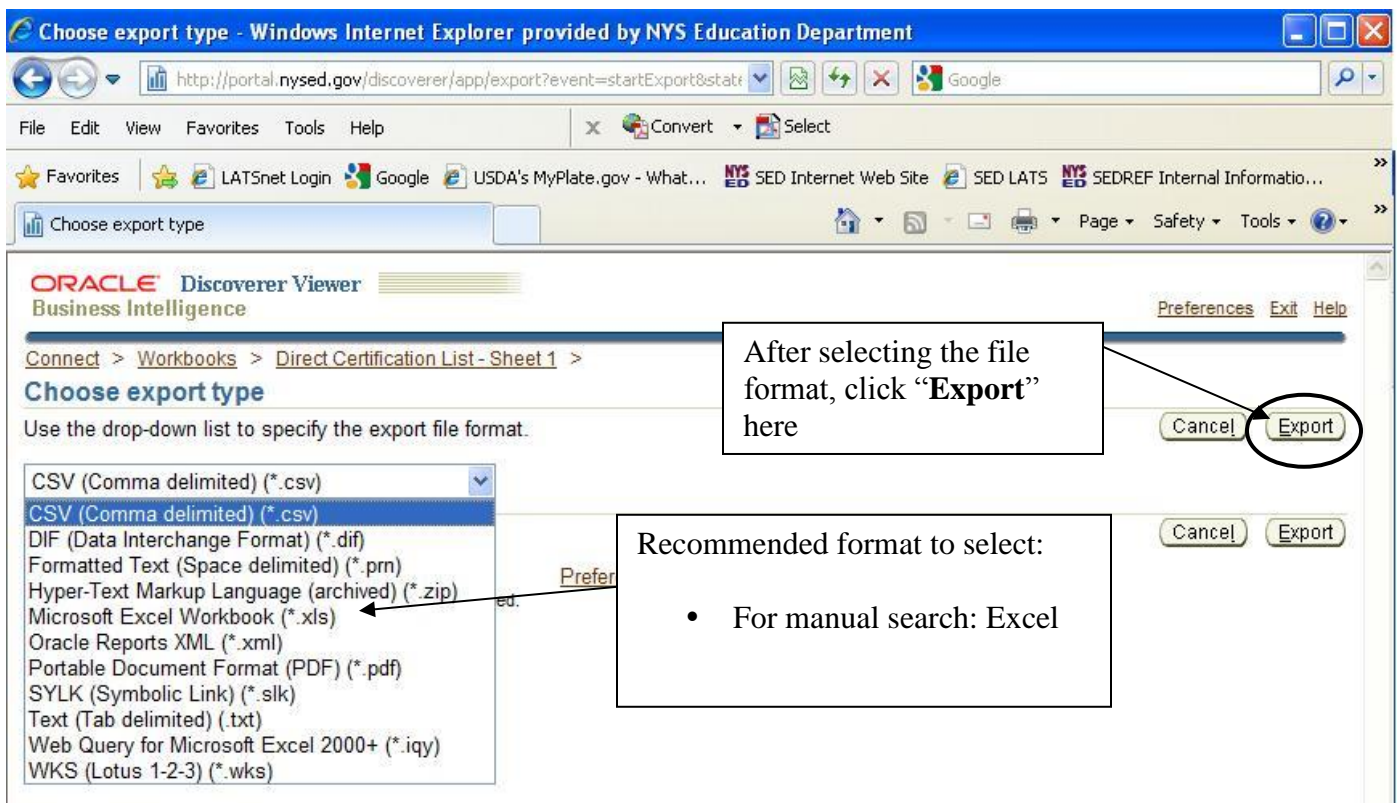


## Instructions for Direct Certification Last Name Search Tools

13. Depending how many children are in the database with the same last name, there may be a large number of children listed. For this reason, you should export the list of names as an excel file so you sort the data. Under the “**Actions**” tab, click on “**Export**.”

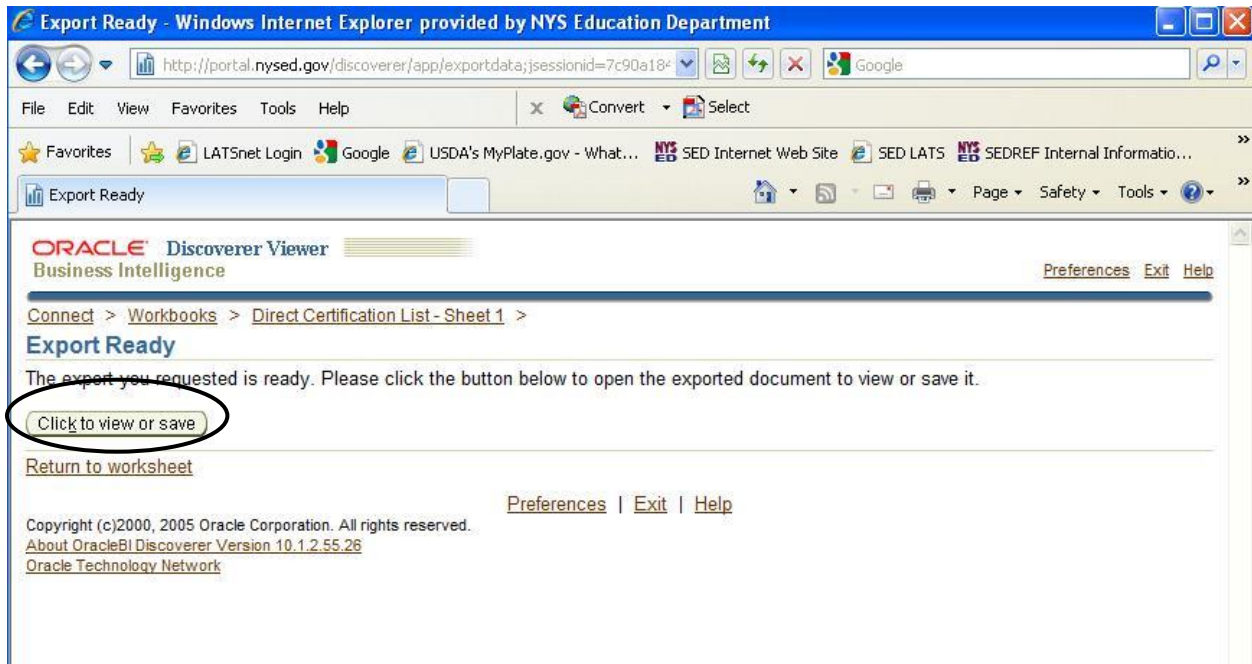


14. The following screen will appear. Use the drop-down list to specify the export file format. Select the **Microsoft Excel Workbook** to manually search for children, then click “**Export**.”

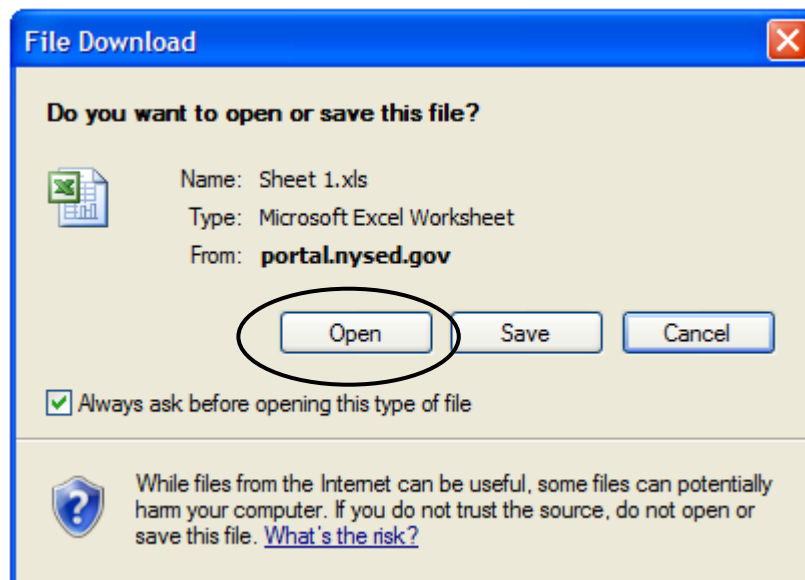


## Instructions for Direct Certification Last Name Search Tools

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

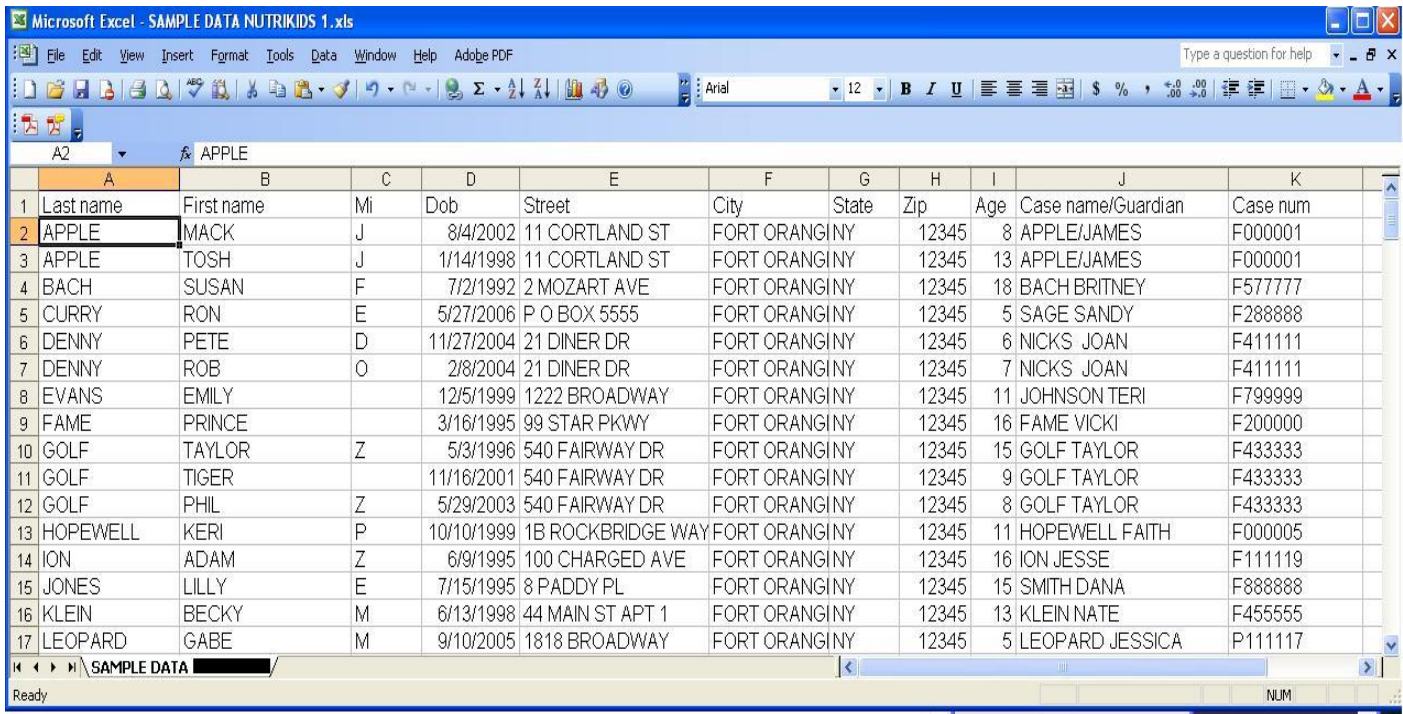


16. The following screen will appear. Click “Open.”



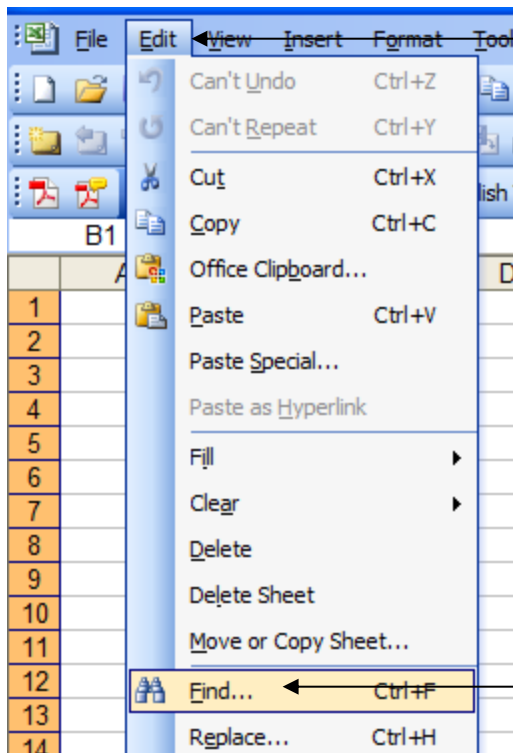
## Instructions for Direct Certification Last Name Search Tools

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.”

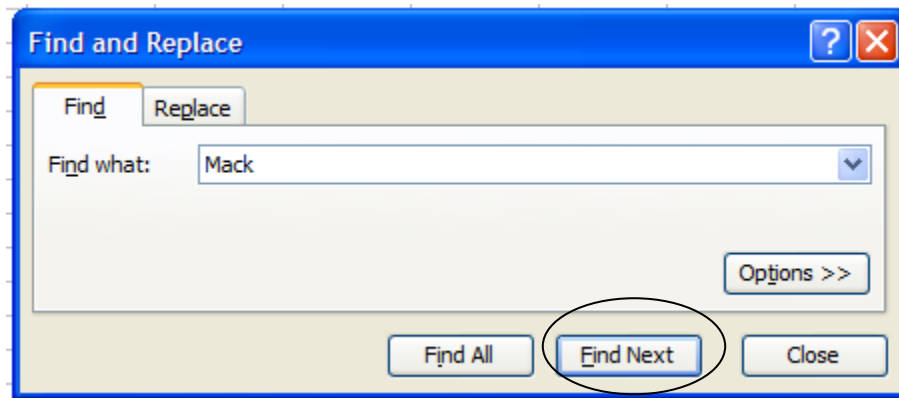


First, click “Edit”

Second, click “Find”

## Instructions for Direct Certification Last Name Search Tools

19. The following will appear. You can search by first 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.

Microsoft Excel - SAMPLE DATA NUTRIKIDS 1.xls

File Edit View Insert Format Tools Data FlashPaper Window Contribute Help Adobe PDF

Type a question for help

Σ 90% Arial 10 B I U

Open In Contribute Publish To Website Post To Blog

A2 APPLE

	A	B	C	D	E	F	G	H	I	J	K
	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 ORANGE	NY	12345	8	APPLE/JAMES	F000001
3	APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT ORANGE	NY	12345	13	APPLE/JAMES	F000001
4	BACH	BRITNEY	F	7/2/1992	2 MOZART AVE	FORT ORANGE	NY	12345	18	BACH BRITNEY	F577777
5	CURRY	SANDY	F	5/27/2006	P O BOX 5555	FORT ORANGE	NY	12345	5	SAGE SANDY	F288888
6	DENNY	JOAN	F	11/27/2004	21 DINER DR	FORT ORANGE	NY	12345	6	NICKS JOAN	F411111
7	DENNY	JOAN	F	2/8/2004	21 DINER DR	FORT ORANGE	NY	12345	7	NICKS JOAN	F411111

Click on the row number to highlight the entire row. Then right click with your mouse to copy the data.