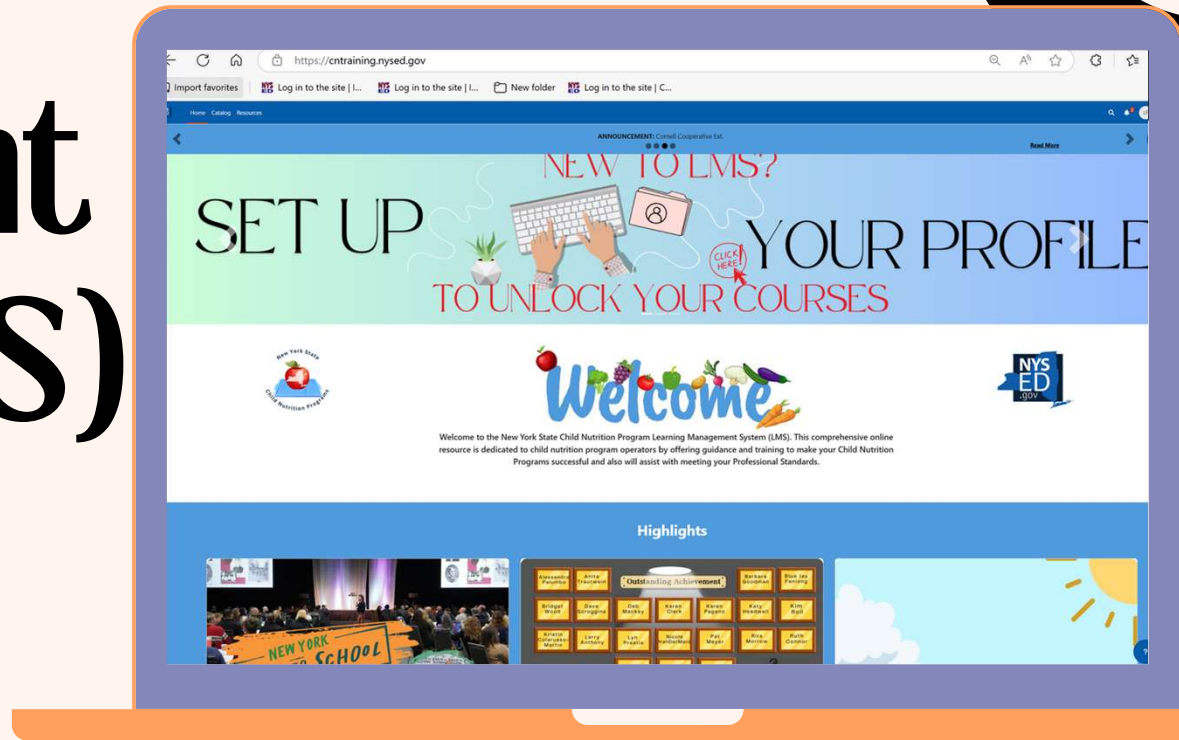




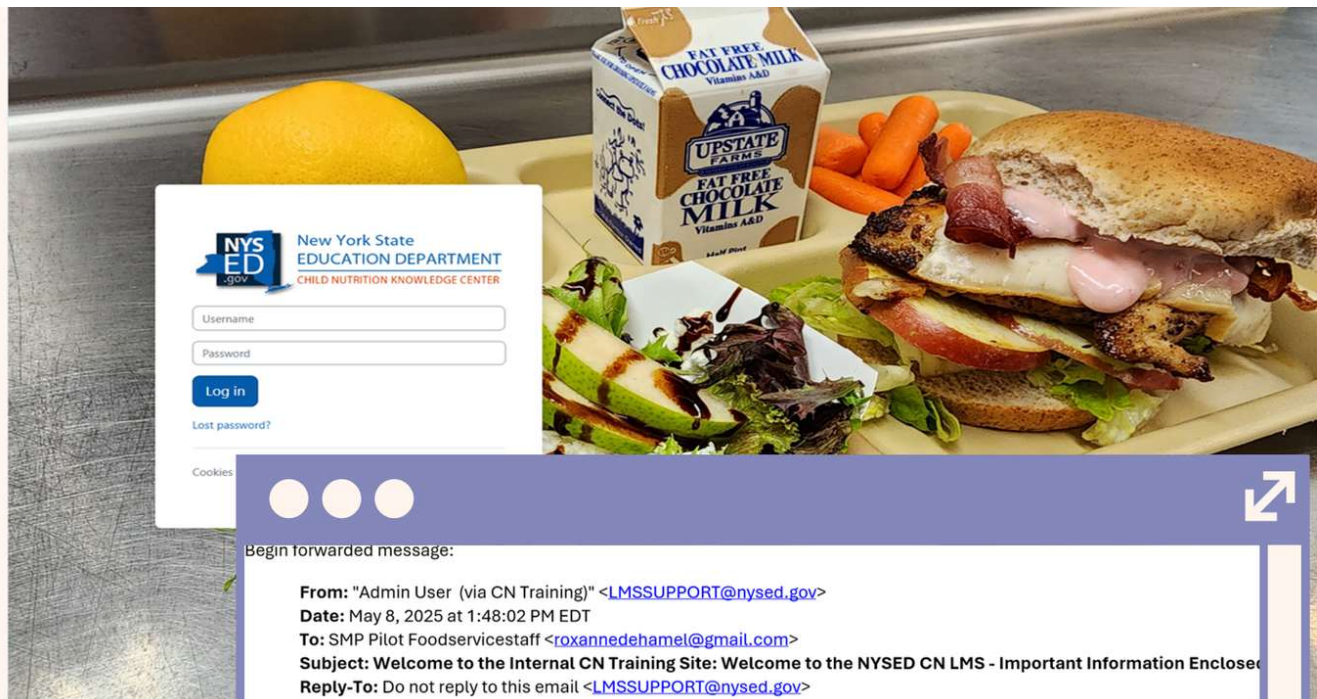


Introduction

Welcome to the New York State Child Nutrition Program Learning Management System (LMS). This comprehensive online resource is dedicated to Child Nutrition Program operators by offering guidance and training to make your Child Nutrition Programs successful and will assist with meeting your Professional Standards

Website Login:

- Retrieve your username & password
- Go to the site and start learning!
- <https://cntraining.nysed.gov>





New York State
EDUCATION DEPARTMENT
CHILD NUTRITION KNOWLEDGE CENTER

[Log in](#)
[Lost password?](#)
[Cookies](#)

Begin forwarded message:

From: "Admin User (via CN Training)" <LMSSUPPORT@nysed.gov>
Date: May 8, 2025 at 1:48:02 PM EDT
To: SMP Pilot Foodservicestaff <roxannedehamel@gmail.com>
Subject: Welcome to the Internal CN Training Site: Welcome to the NYSED CN LMS - Important Information Enclosed
Reply-To: Do not reply to this email <LMSSUPPORT@nysed.gov>

Hi SMP Pilot,

An account has been created for you at 'Welcome to the Internal CN Training Site'.

username: smppilotfoodstaff
password: w/p#m;J31+

(You will be prompted to change your password when you log in for the first time.)

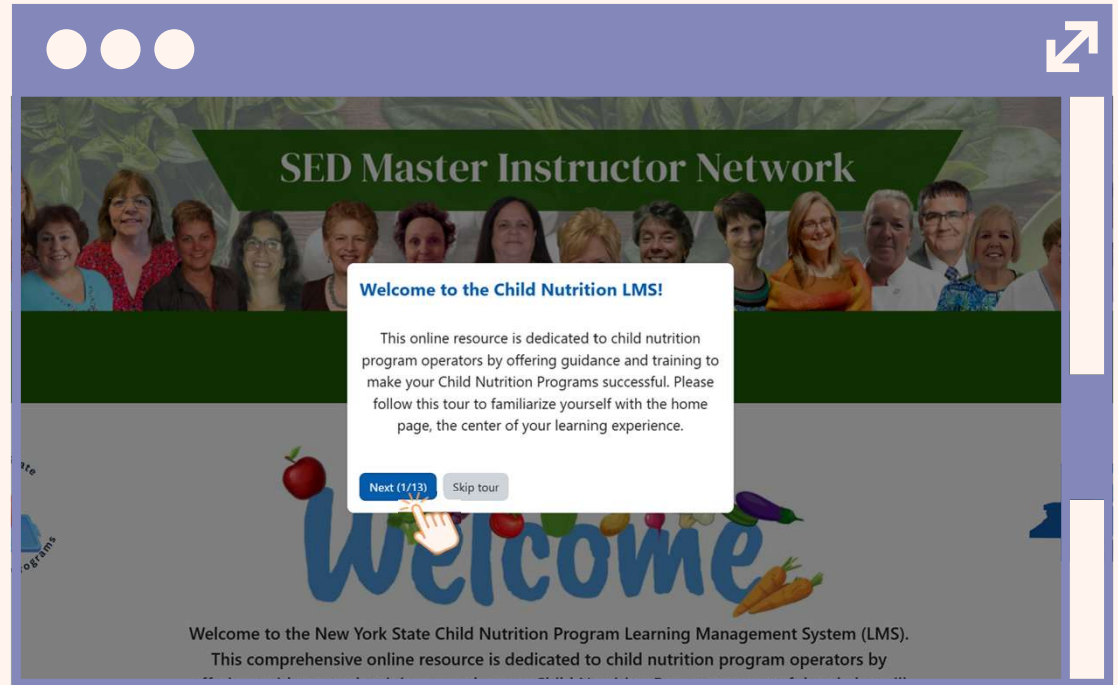
To start using 'Welcome to the Internal CN Training Site', log in at
https://cntraining.nysed.gov/login/?lang=en_us_wp

If you need help, contact the site administrator,

Admin User
[Contact site support](#)

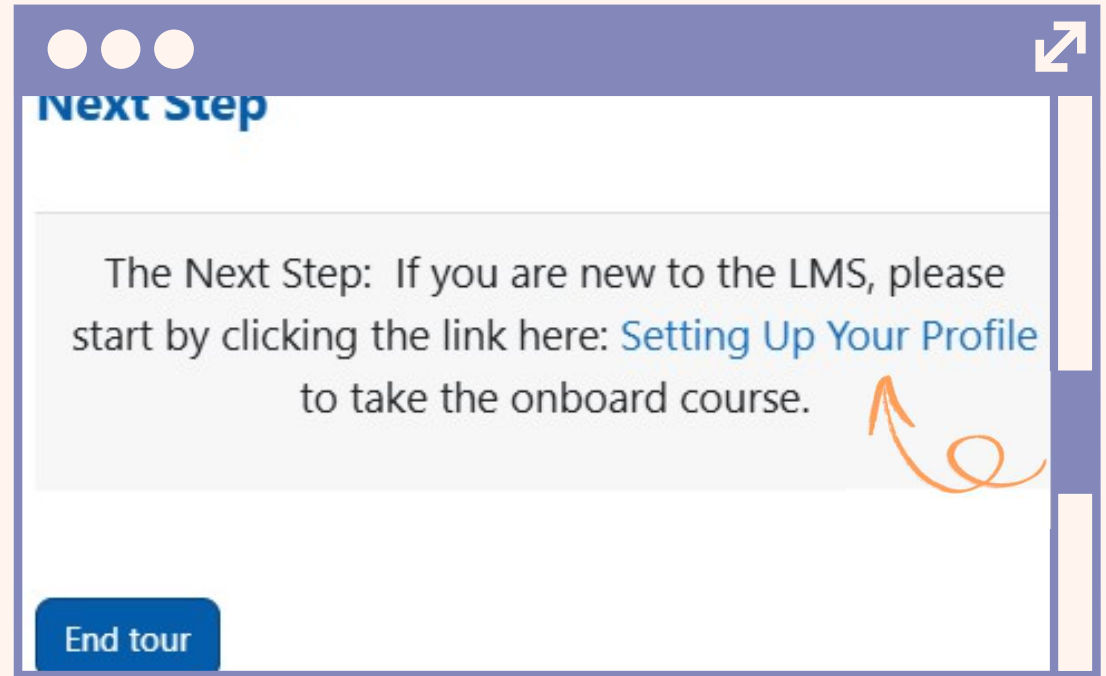
Your First Login:

- Tour prompts will guide you through the website
- Lead to essential links

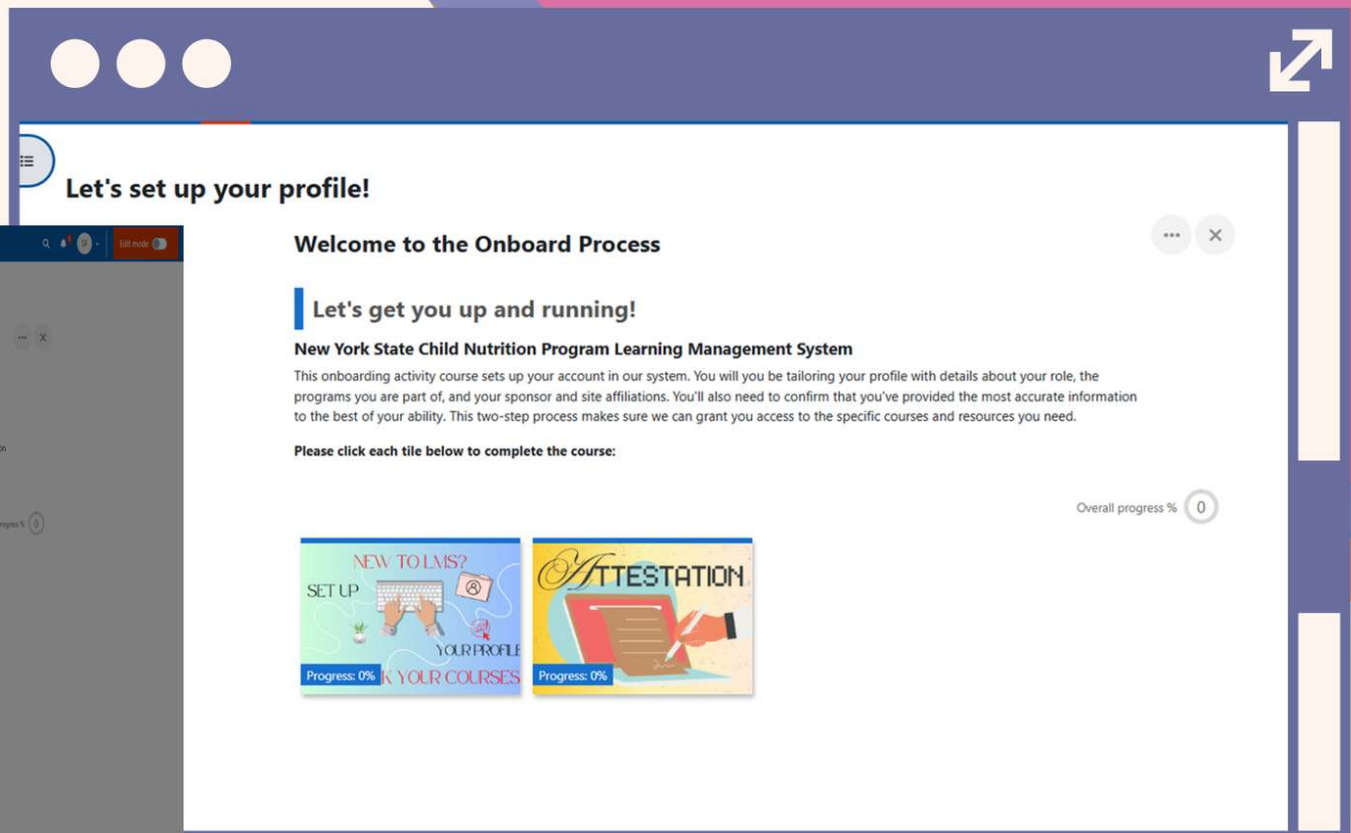
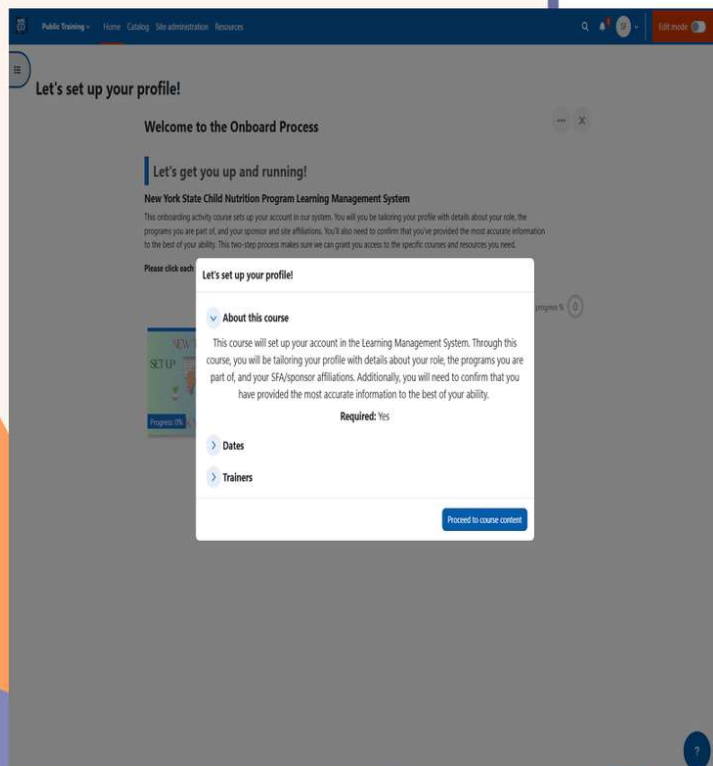


Setting Up Your User Profile:

- If you are new to LMS, start here

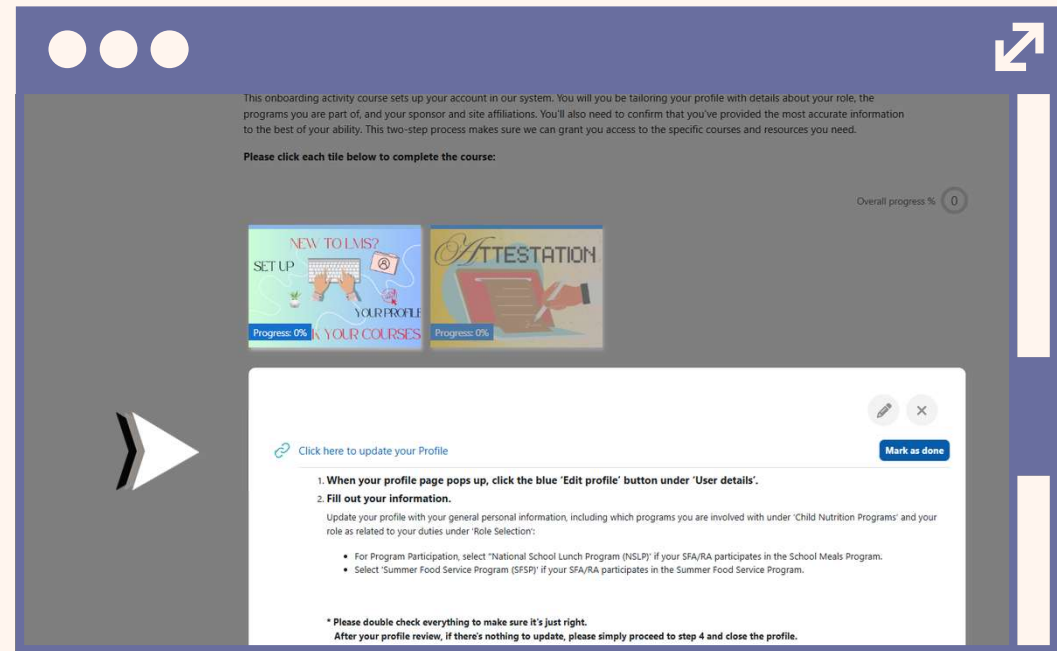


Let's set up your Profile



Setting up your profile

- This course sets up your account in our system
- Confirm (attest) it is accurate information
- Two-step process ensures access to the specific courses and resources



Public Training

HomeCatalogSite administrationResources

Search

Alerts

SF

SFShannon Magill Food Service Staff SMP

User details

Email address

Country

Timezone

National School Lunch Program (NSLP)

Summer Food Service Program (SFSP)

School Breakfast Program (SBP)

Fresh Fruits and Vegetables Program (FFVP)

The Special Milk Program (SMP)

Food Service Staff

Manager or Site Supervisor

Administrator or Food Service Director

Business Official

Consultant

Advocate Group

I am an employee of a Food Service Management Company (FSMC)

SFA/Sponsor - LEA

Recipient Agency/Site - LEA

Tenant

smppilot2@proton.me (Hidden from everyone except users with appropriate permissions)

United States

America/New_York

Yes

No

No

No

No

Yes

No

No

No

No

No

No

None Selected

None Selected

Public Training

Edit profile

Course details

Course profiles

Let's set up your profile!

Give Us Your Feedback

Batch Cooking Skill Builder-4/3/25-CN Review

Daily Alternate Meals Skill Builder-4/4/2025-CN Review

Deep Dive into Meal Pattern Webinar-4-3-25

Food Crediting Resources Skill Builder - In Progress - 5-1-2025

Meal Pattern Overview-Skill Builder-5-15-25

Meal Pattern Refresher Webinar-4-15-25-CN Review

New Manager/Director Training Webinar - 4-15-25 - CN Review

?

Public Training

HomeCatalogSite administrationResources

Search

Alerts

SF

Edit mode

SFShannon Magill Food Service Staff SMP

Expand all

General

First name

Last name

Email address

Email visibility

City/town

Shannon Magill

Food Service Staff SMP

smppilot2@proton.me

Hidden

Child Nutrition Programs

☒ National School Lunch Program (NSLP)

☐ Summer Food Service Program (SFSP)

☐ School Breakfast Program (SBP)

☐ Fresh Fruits and Vegetables Program (FFVP)

☐ The Special Milk Program (SMP)

Role Selection

Select your role in the system:

SFSP Administrator/Food Service Director:
Oversees all food service operations for the school district/SFSP sponsor including overseeing all employees at sites/recipient agencies (RAs), building).
Select this role if you will be overseeing a supervisor or manager and the staff below them.

Site Supervisor/Manager
Oversees the daily operation of food service and supervises food service staff at one or multiple sites. (RA, building.). Ex. Cook Manager, Site Supervisor, Kitchen Manager/Supervisor.
Select this role if you will be overseeing staff and need to view their training progress.

Food Service Staff
Staff who assist with preparation, cooking, and/or serving food, cleaning work areas, etc. Food Service Staff report to Site Supervisor/Cook Manager. Example: Servers, Cooks, Food Service helpers, Cashiers etc.
Select this role if you are working in the foodservice and do not need to monitor anyone else's training progress.

☒ Food Service Staff

☐ Manager or Site Supervisor

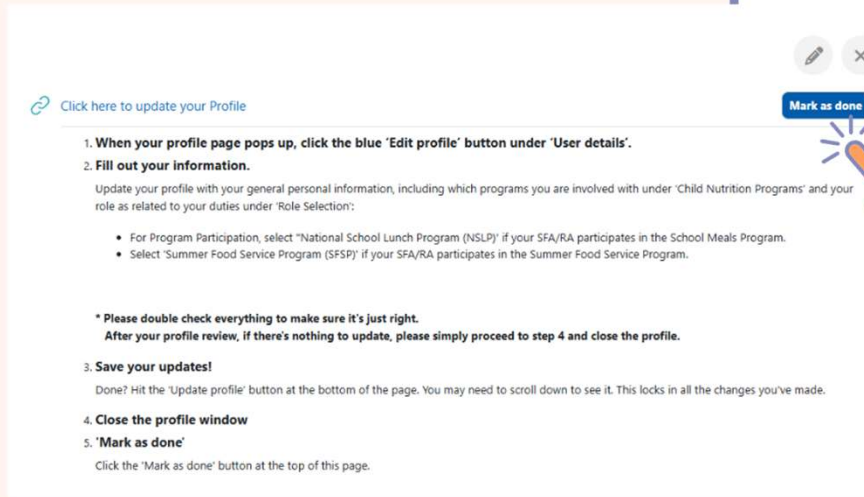
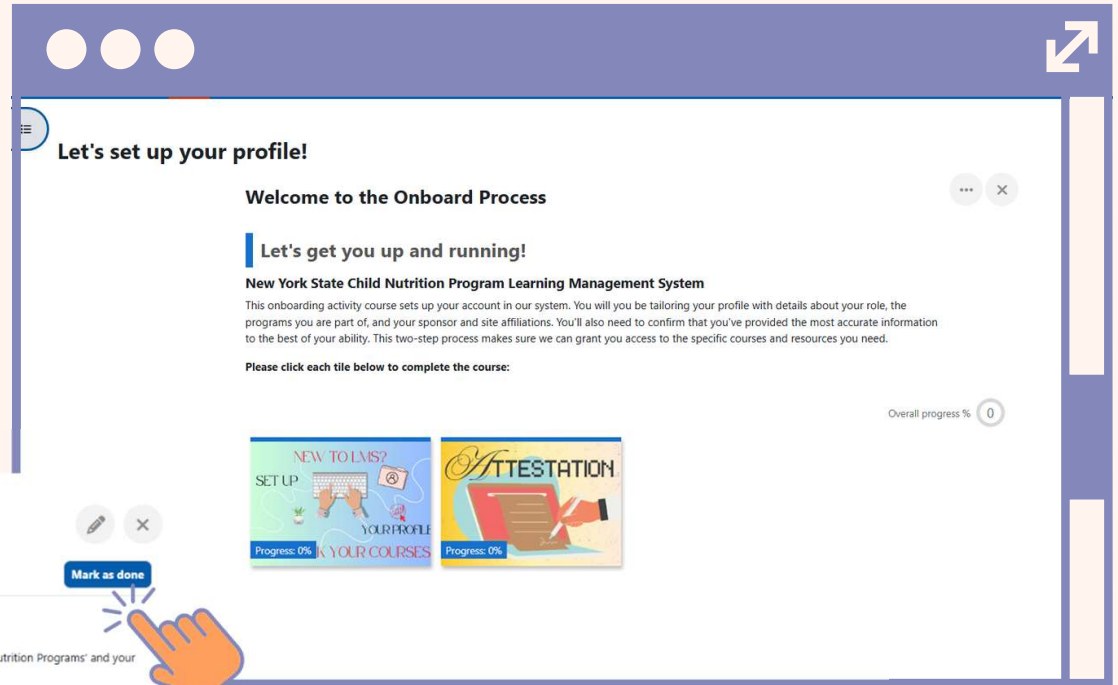
Update profile

Cancel

Required

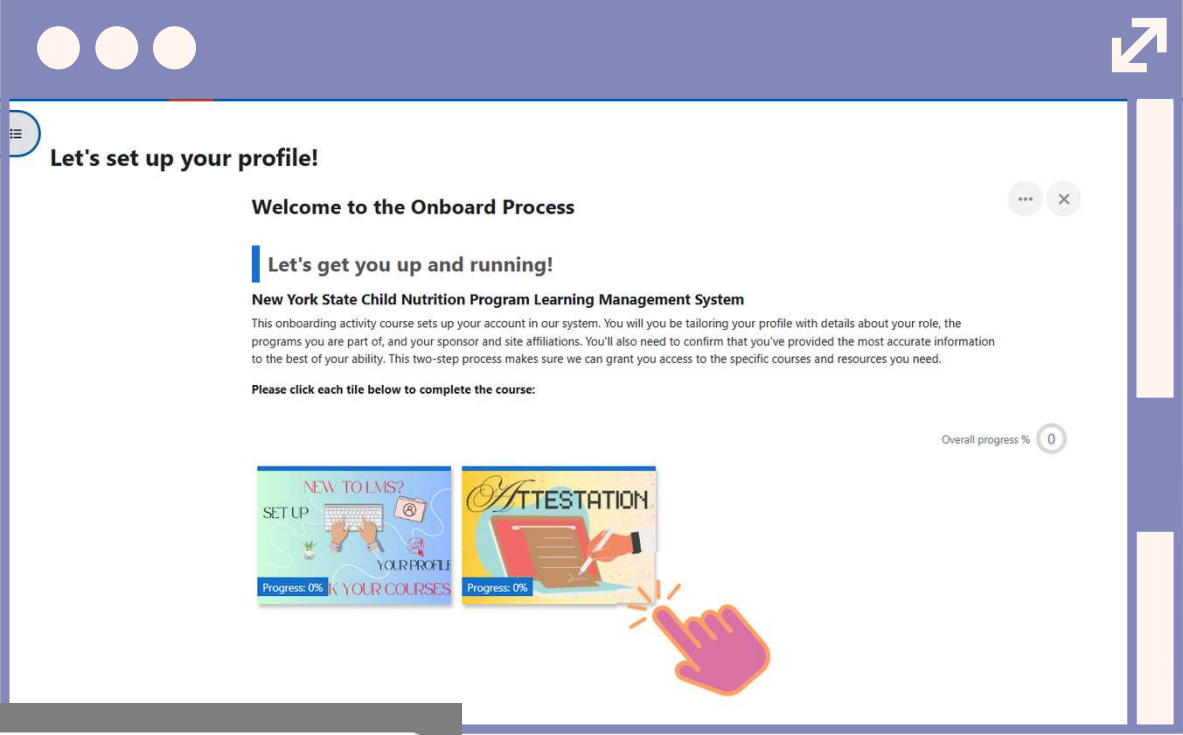
Setting up your profile

- Click on: “Mark as done”



Setting up your profile

Click on: “Attestation”



The screenshot shows a web application window with a purple header. The main content area is white and titled "Let's set up your profile!". Below the title is a "Welcome to the Onboard Process" section. A blue bar highlights the text "Let's get you up and running!". The text below explains the onboarding activity course for the "New York State Child Nutrition Program Learning Management System". It states that the course sets up the user's account and profile, and that they will need to confirm the accuracy of the information provided. A progress bar shows "Overall progress % 0". Below the text are two tiles: "NEW TO LMS? SET UP YOUR PROFILE" and "ATTESTATION". Both tiles show "Progress: 0%". A pink hand icon is pointing at the "ATTESTATION" tile.

Let's set up your profile!

Welcome to the Onboard Process

Let's get you up and running!

New York State Child Nutrition Program Learning Management System

This onboarding activity course sets up your account in our system. You will be tailoring your profile with details about your role, the programs you are part of, and your sponsor and site affiliations. You'll also need to confirm that you've provided the most accurate information to the best of your ability. This two-step process makes sure we can grant you access to the specific courses and resources you need.

Please click each tile below to complete the course:

Overall progress % 0

NEW TO LMS? SET UP YOUR PROFILE Progress: 0%

ATTESTATION Progress: 0%



Attest that your profile has been updated here

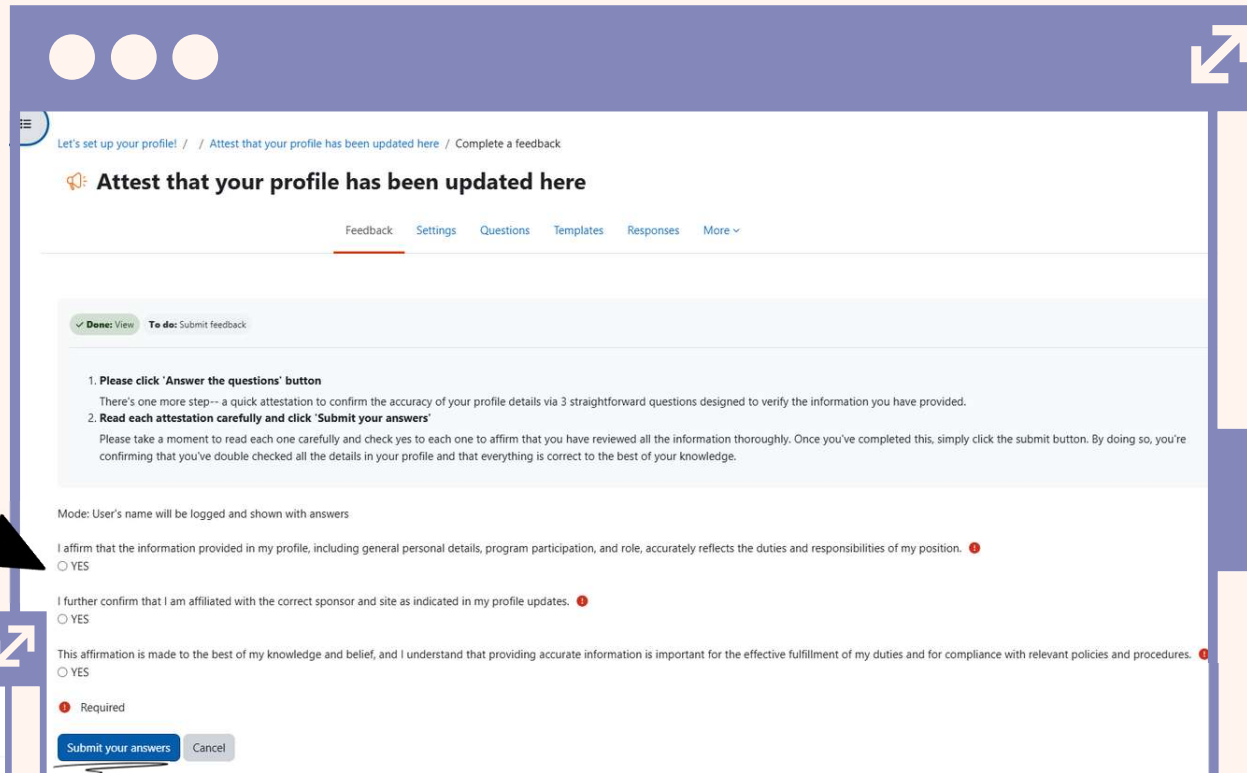


To do ▾



Not available unless: The activity [Click here to update your Profile](#) is marked complete

Setting up your profile



Let's set up your profile! / / Attest that your profile has been updated here / Complete a feedback

Attest that your profile has been updated here

Feedback Settings Questions Templates Responses More ▾

✓ Done: View To do: Submit feedback

1. Please click 'Answer the questions' button
There's one more step-- a quick attestation to confirm the accuracy of your profile details via 3 straightforward questions designed to verify the information you have provided.
2. Read each attestation carefully and click 'Submit your answers'
Please take a moment to read each one carefully and check yes to each one to affirm that you have reviewed all the information thoroughly. Once you've completed this, simply click the submit button. By doing so, you're confirming that you've double checked all the details in your profile and that everything is correct to the best of your knowledge.

Mode: User's name will be logged and shown with answers

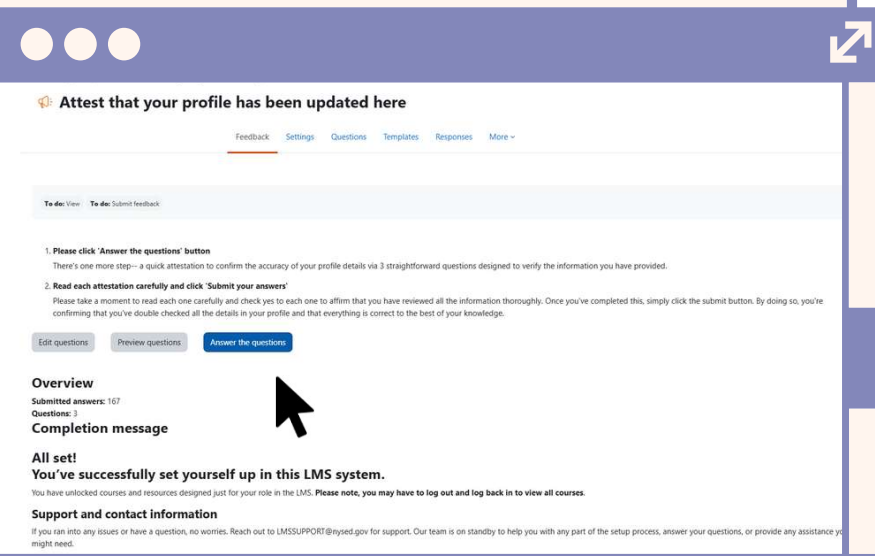
I affirm that the information provided in my profile, including general personal details, program participation, and role, accurately reflects the duties and responsibilities of my position. ⓘ
☐ YES

I further confirm that I am affiliated with the correct sponsor and site as indicated in my profile updates. ⓘ
☐ YES

This affirmation is made to the best of my knowledge and belief, and I understand that providing accurate information is important for the effective fulfillment of my duties and for compliance with relevant policies and procedures. ⓘ
☐ YES

ⓘ Required

Submit your answers Cancel



Attest that your profile has been updated here

Feedback Settings Questions Templates Responses More ▾

To do: View To do: Submit feedback

1. Please click 'Answer the questions' button
There's one more step-- a quick attestation to confirm the accuracy of your profile details via 3 straightforward questions designed to verify the information you have provided.
2. Read each attestation carefully and click 'Submit your answers'
Please take a moment to read each one carefully and check yes to each one to affirm that you have reviewed all the information thoroughly. Once you've completed this, simply click the submit button. By doing so, you're confirming that you've double checked all the details in your profile and that everything is correct to the best of your knowledge.

Edit questions Preview questions Answer the questions

Overview

Submitted answers: 167
Questions: 3

Completion message

All set!
You've successfully set yourself up in this LMS system.
You have unlocked courses and resources designed just for your role in the LMS. Please note, you may have to log out and log back in to view all courses.

Support and contact information

If you ran into any issues or have a question, no worries. Reach out to LMSUPPORT@nysed.gov for support. Our team is on standby to help you with any part of the setup process, answer your questions, or provide any assistance you might need.

All set!

You've successfully set yourself up in this LMS system.

You have unlocked courses and resources designed just for your role in the LMS. Please note, you may have to log out and log back in to view all courses.

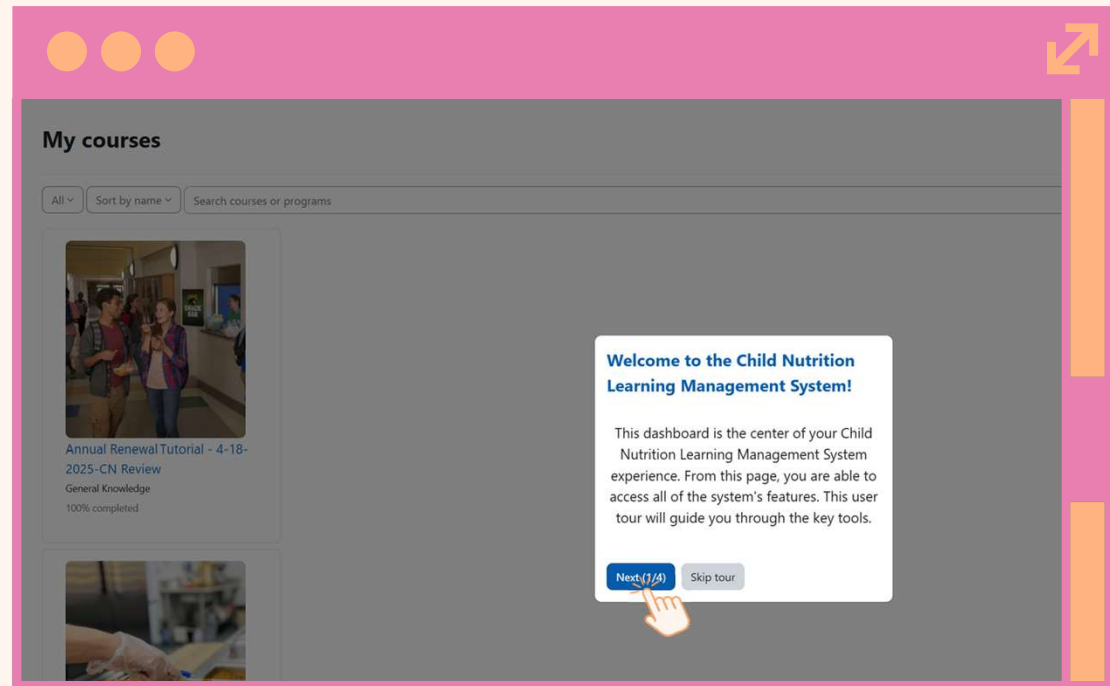
Support and contact information

If you ran into any issues or have a question, no worries. Reach out to LMSUPPORT@nysed.gov for support. Our team is on standby to help you with any part of the setup process, answer your questions, or provide any assistance you might need.

Continue

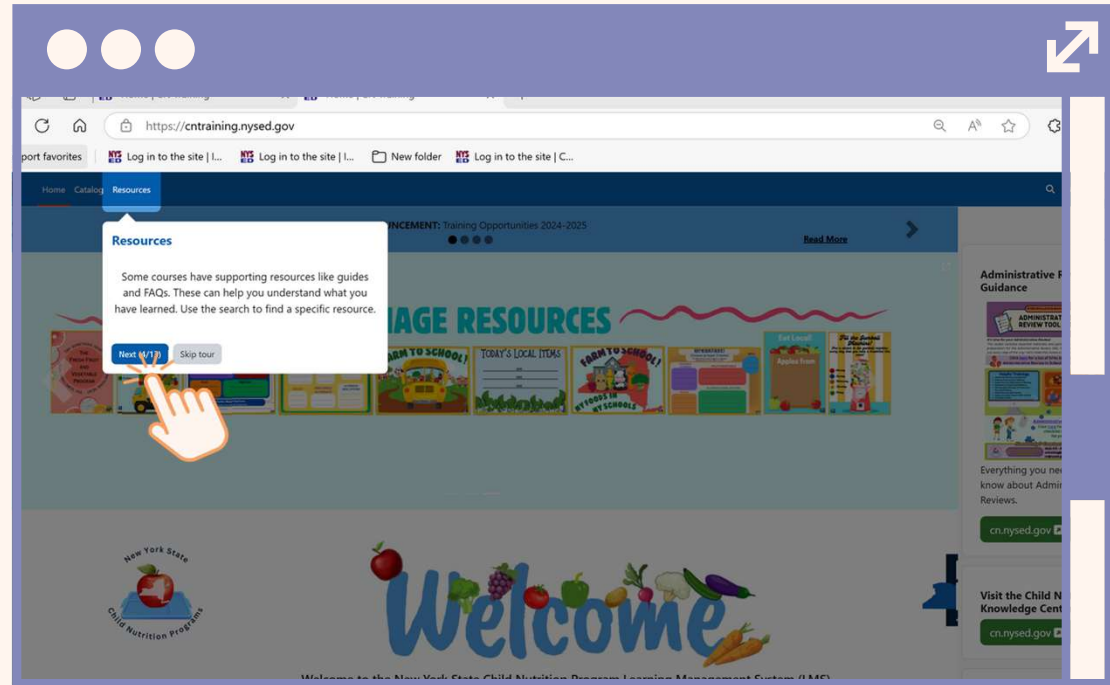
My Courses:

- Will be directed to “My Courses” page
- Enrolled courses specifically tailored to role within the Child Nutrition Programs



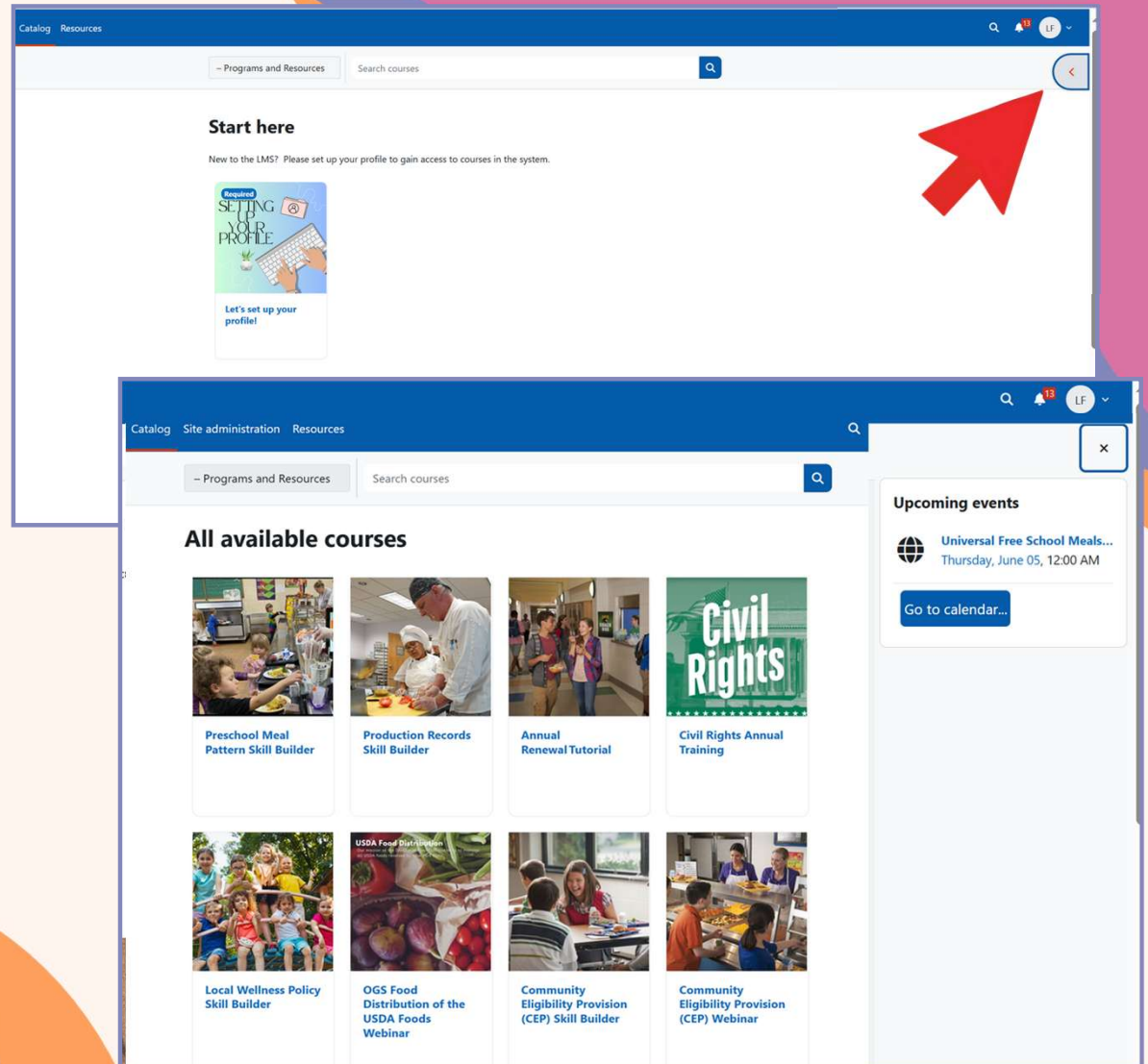
Complete LMS Site Tour:

- After navigating the prompts on the “My Courses” page, go to the home page to finish the site tour
- Guide to essential resources, including announcements, upcoming webinars, and training sessions



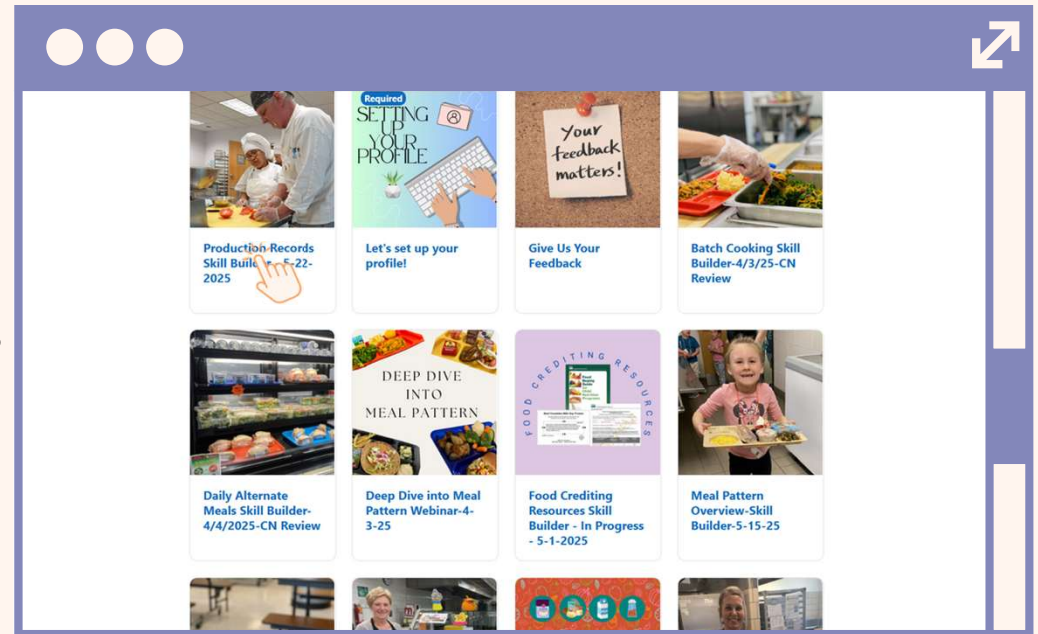
The Course Catalog:

- View upcoming events and training sessions on this page
- Click the arrow located in the top right corner to open the “tray”



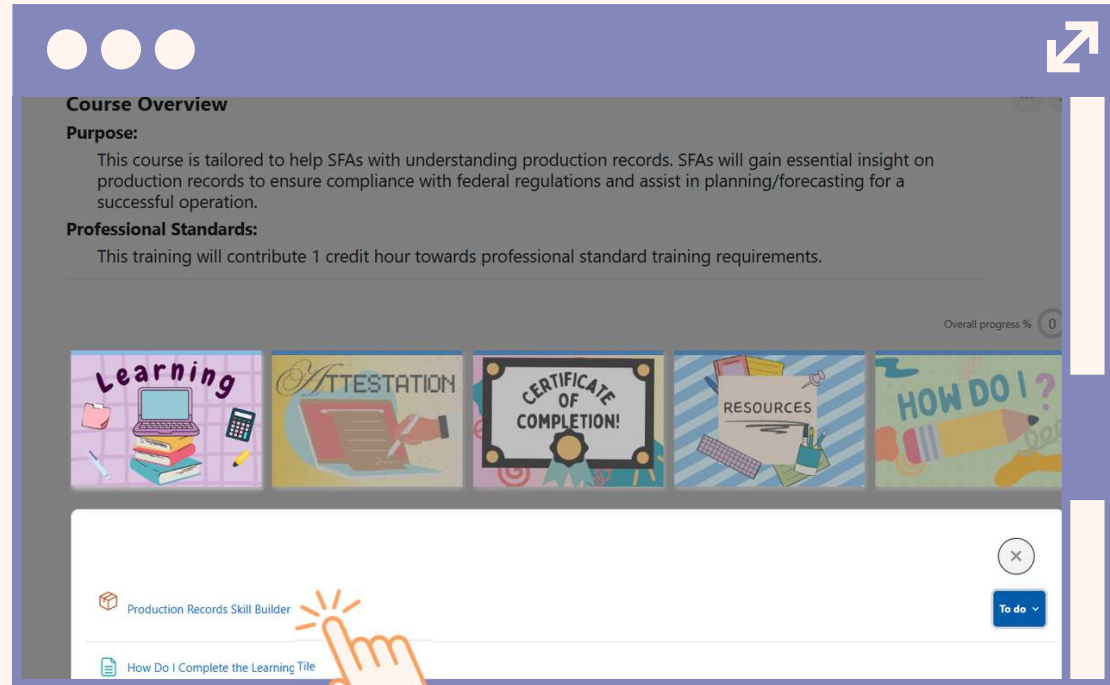
Completing Your First Course:

- Once completed all site tours and user profile, you are ready to start learning!
- Go to the catalog page and select courses you want to access



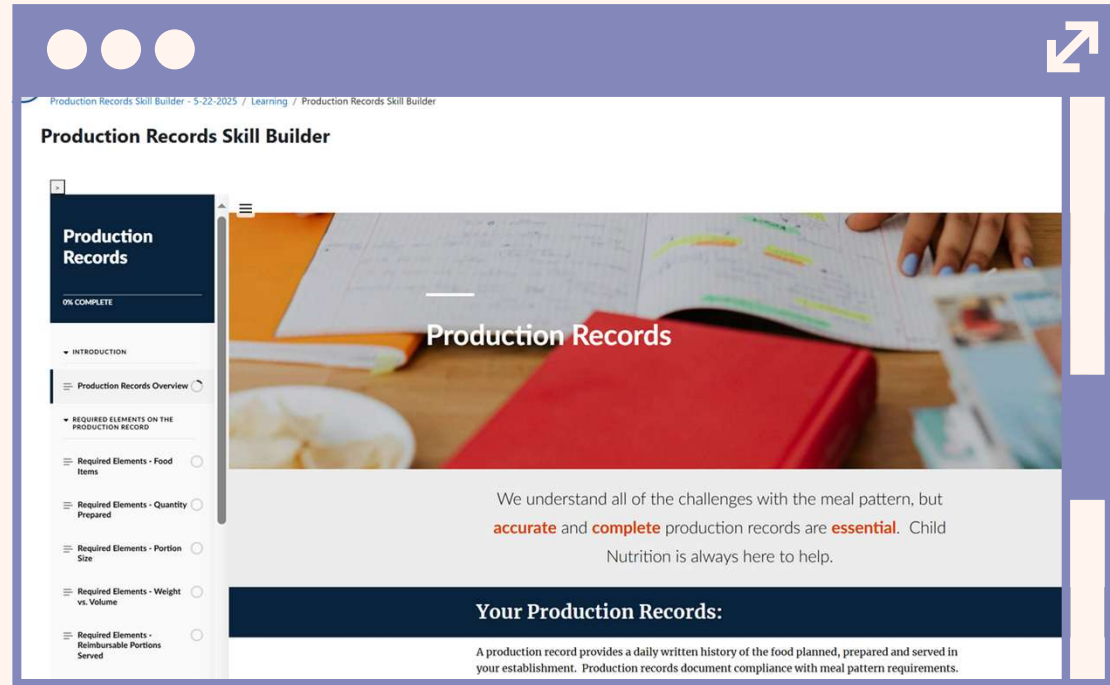
Completing Your First Course:

- To access the course materials, click: “Proceed to course content”
- Navigate to the Learning tile
- Click on the link that directs you to the skill builder or webinar



Completing Your First Course:

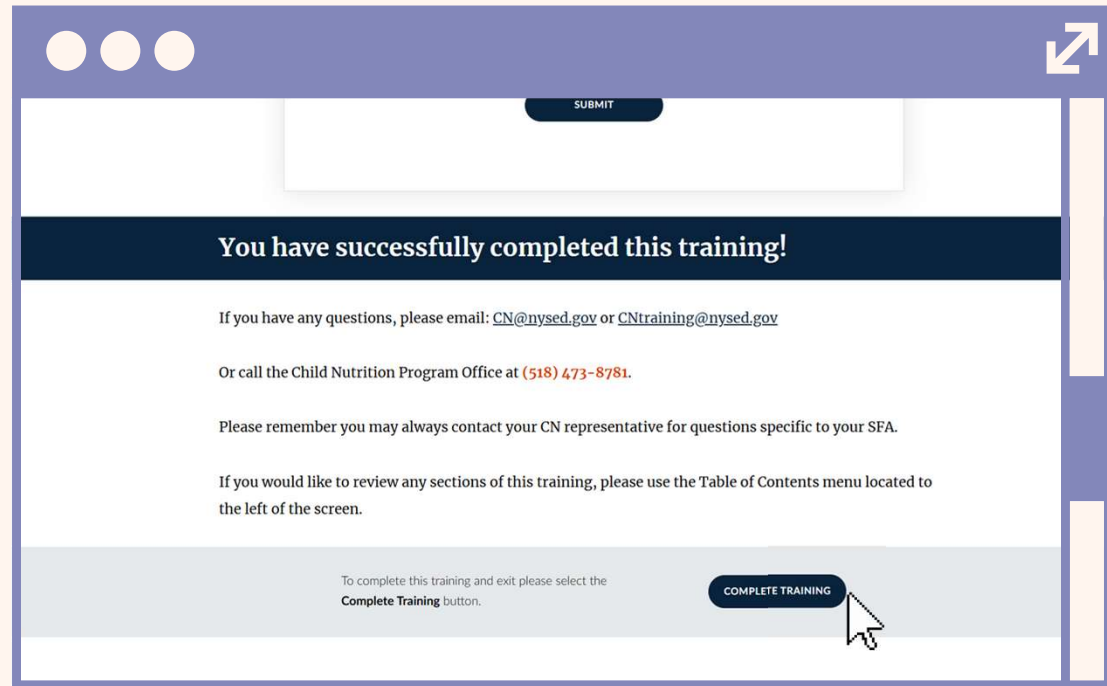
- The course will subsequently load in the same window
- Click the button labeled: “Start Training”



Completing Your First Course:

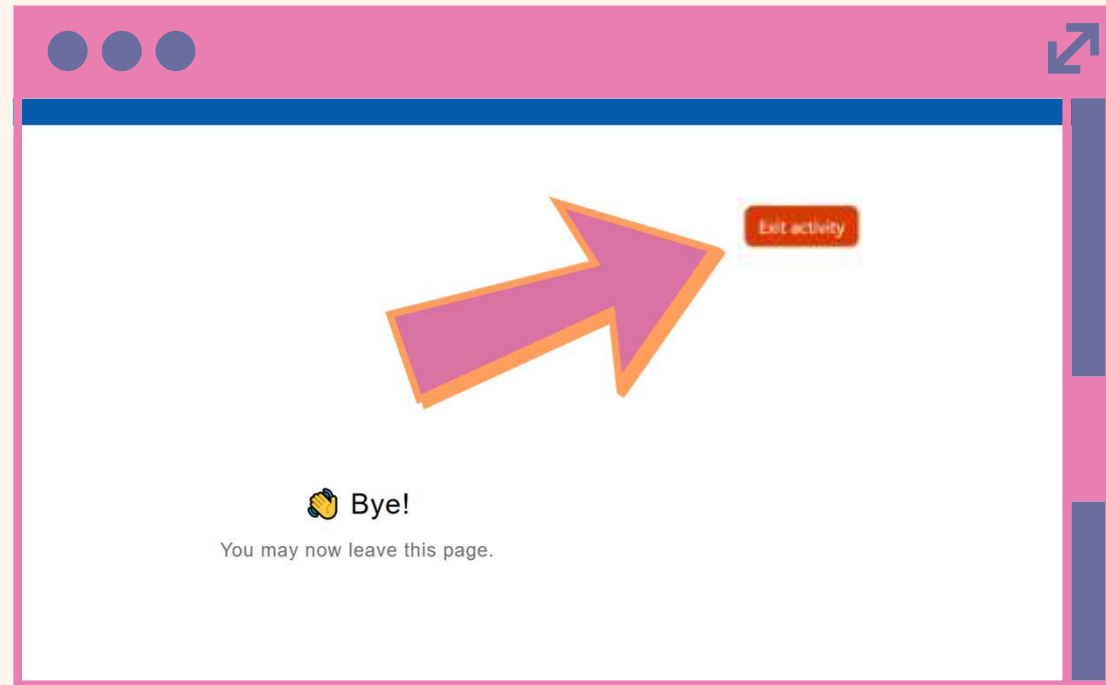
Upon finishing all course materials and knowledge checks, you will be at the conclusion of the course

Click: “Complete Training”



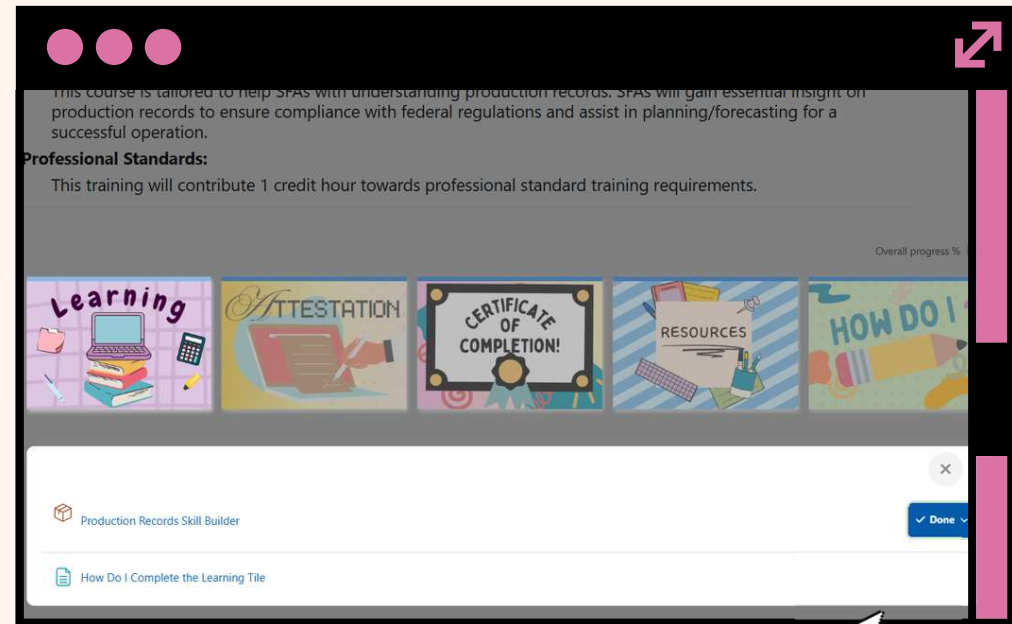
Completing Your First Course:

- Do not close out of the window
- Instead click: “Exit Activity” in the upper right-hand corner to return to the course dashboard



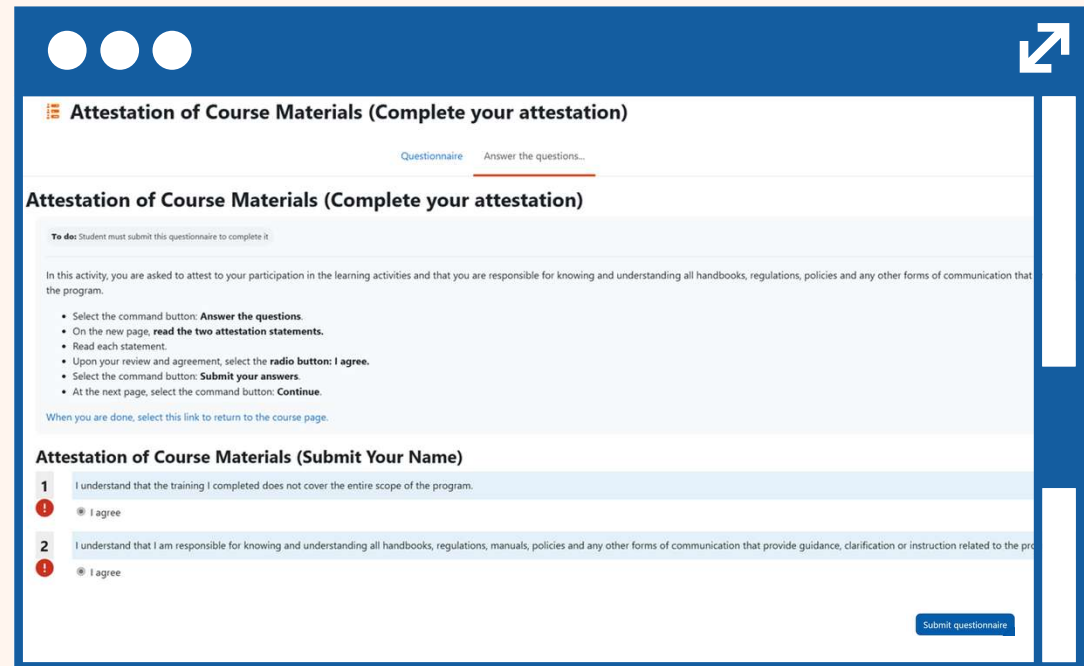
Completing Your First Course:

- If you have completed all required course components, the Learning tile status should change to “Done”
- Access the Attestation tile



Completing Your First Course:

- Navigate to the Attestation tile
- Click the link which brings you to the attestation questions
- Complete attestation and click: "Submit Questionnaire"



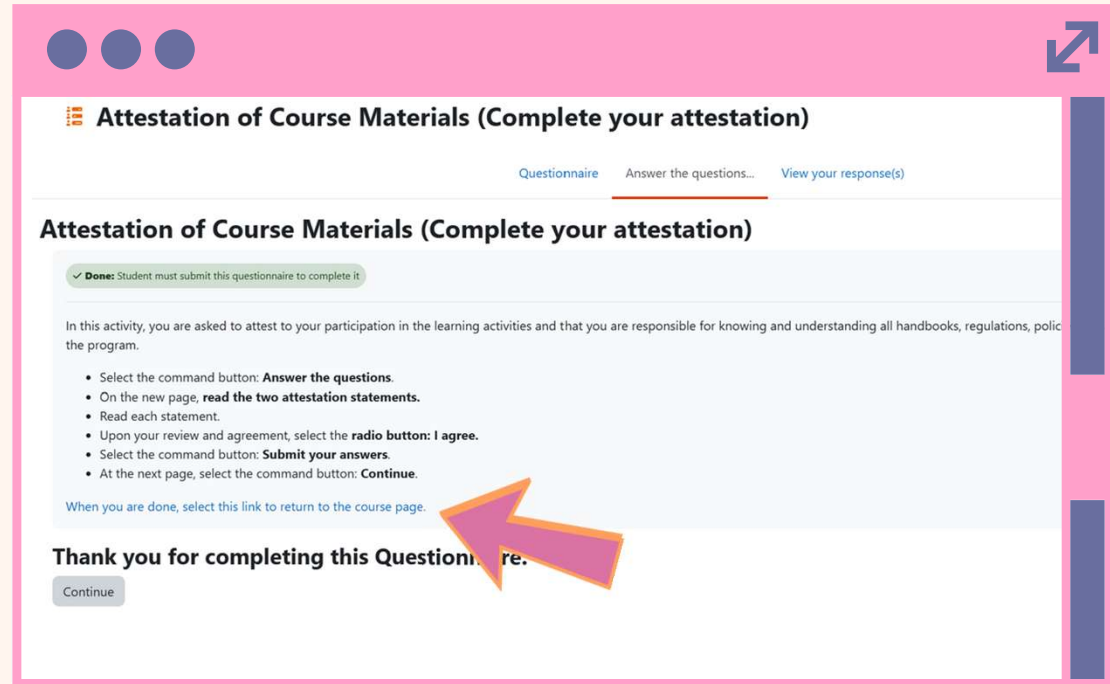
The screenshot shows a web interface for completing an attestation. At the top, there are three white circles and a blue header bar with a white arrow icon. Below the header, the title "Attestation of Course Materials (Complete your attestation)" is displayed. A navigation bar shows "Questionnaire" and "Answer the questions...". The main content area is titled "Attestation of Course Materials (Complete your attestation)" and includes a "To do" section with instructions: "Student must submit this questionnaire to complete it". Below this, a paragraph states: "In this activity, you are asked to attest to your participation in the learning activities and that you are responsible for knowing and understanding all handbooks, regulations, policies and any other forms of communication that the program." A list of instructions follows: "Select the command button: Answer the questions.", "On the new page, read the two attestation statements.", "Read each statement.", "Upon your review and agreement, select the radio button: I agree.", "Select the command button: Submit your answers.", and "At the next page, select the command button: Continue." A link is provided: "When you are done, select this link to return to the course page." Below this, the section "Attestation of Course Materials (Submit Your Name)" contains two numbered items. Item 1: "I understand that the training I completed does not cover the entire scope of the program." with a radio button labeled "I agree". Item 2: "I understand that I am responsible for knowing and understanding all handbooks, regulations, manuals, policies and any other forms of communication that provide guidance, clarification or instruction related to the program." with a radio button labeled "I agree". A "Submit questionnaire" button is located at the bottom right.



Completing Your First Course:

After submitting your attestation, the page will look like this

Click on the link which leads you back to the course page



The screenshot shows a web interface for 'Attestation of Course Materials (Complete your attestation)'. It features a pink header with three blue circles and a blue link icon. The main content area has a white background with a blue border. The title 'Attestation of Course Materials (Complete your attestation)' is followed by three tabs: 'Questionnaire', 'Answer the questions...', and 'View your response(s)'. Below the tabs, the title is repeated. A green status bar indicates 'Done! Student must submit this questionnaire to complete it'. The main text explains the activity and lists instructions: select 'Answer the questions', read two attestation statements, select 'I agree', select 'Submit your answers', and select 'Continue'. A blue link 'When you are done, select this link to return to the course page.' is provided. The page concludes with 'Thank you for completing this Questionnaire.' and a 'Continue' button. A large pink arrow points to the 'Continue' button.

Attestation of Course Materials (Complete your attestation)

[Questionnaire](#) [Answer the questions...](#) [View your response\(s\)](#)

Attestation of Course Materials (Complete your attestation)

✓ **Done!** Student must submit this questionnaire to complete it

In this activity, you are asked to attest to your participation in the learning activities and that you are responsible for knowing and understanding all handbooks, regulations, policies, and procedures of the program.

- Select the command button: **Answer the questions**.
- On the new page, **read the two attestation statements**.
- Read each statement.
- Upon your review and agreement, select the **radio button: I agree**.
- Select the command button: **Submit your answers**.
- At the next page, select the command button: **Continue**.

When you are done, select this link to return to the course page.

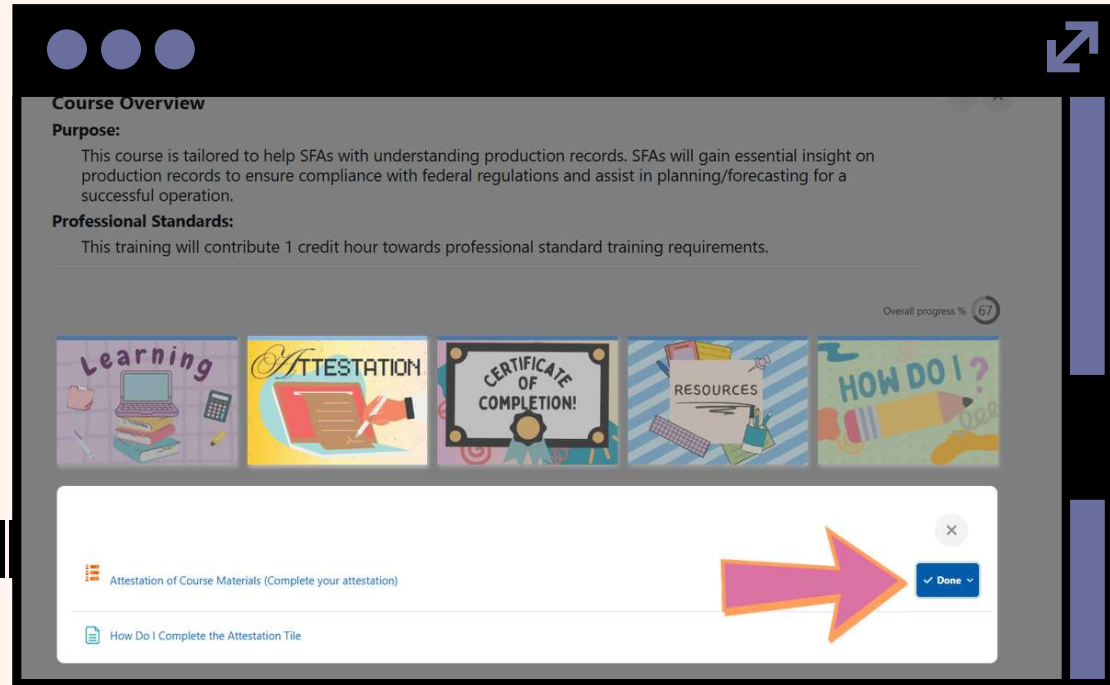
Thank you for completing this Questionnaire.

[Continue](#)



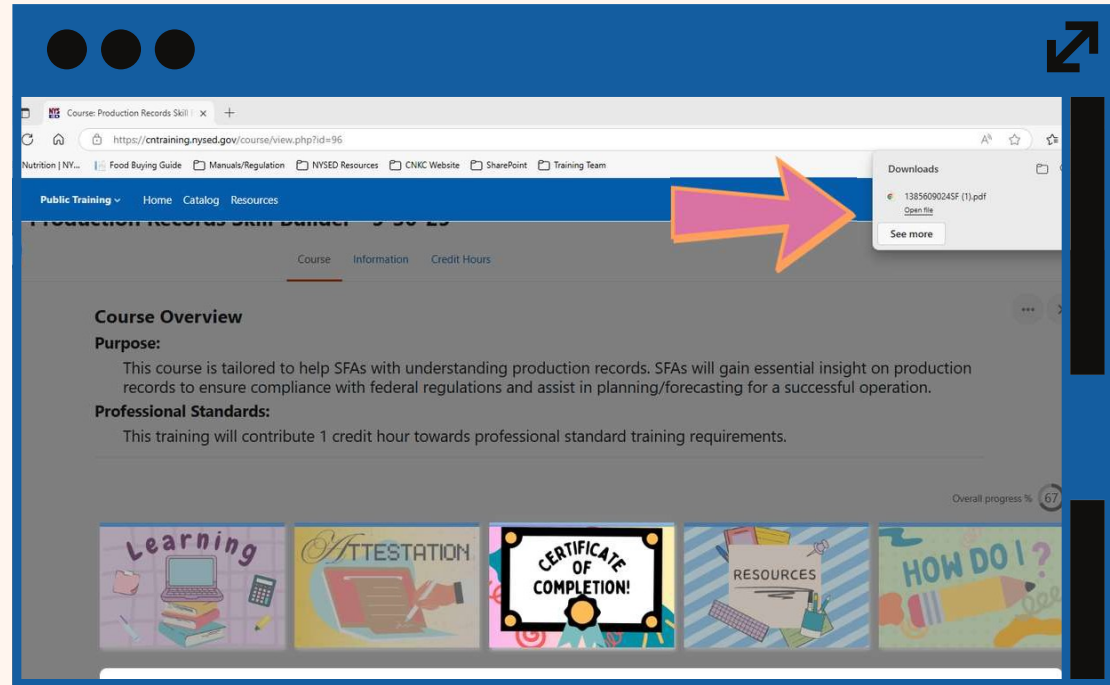
Completing Your First Course:

- Once the questions are answered, the Attestation tile status will change to “Done” and you can access your certificate



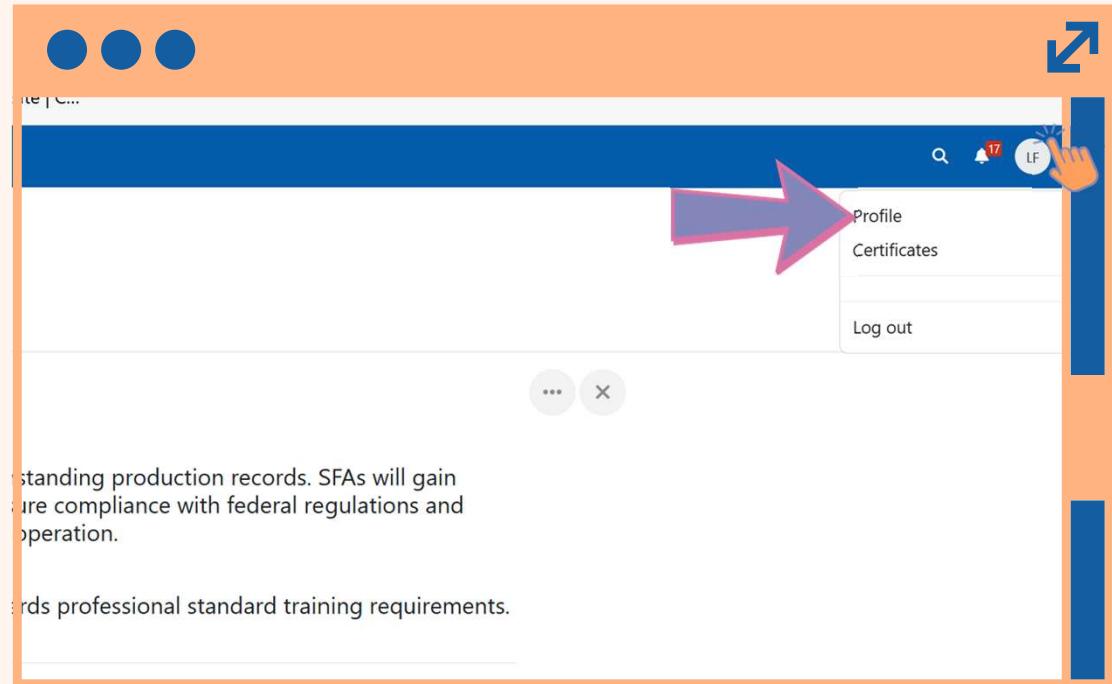
Completing Your First Course:

- The certificate of completion will download to your computer
- In the upper right-hand corner, you will see a prompt to open this file to view your certificate



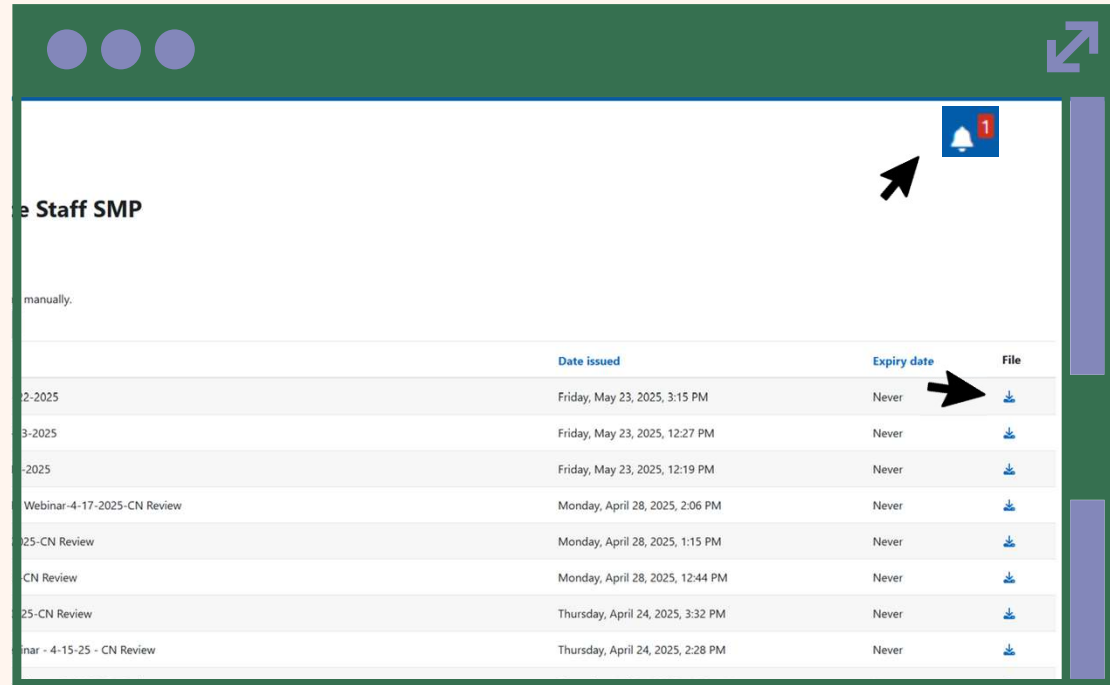
Completing Your First Course:

Access and view your certificate by clicking on your user initials in the upper right corner and navigating to the Certificates page



Completing Your First Course:

- All of your certificates listed, date issued/completed, and the ability to download the document
- On the right-hand side, under file, select the down arrow icon

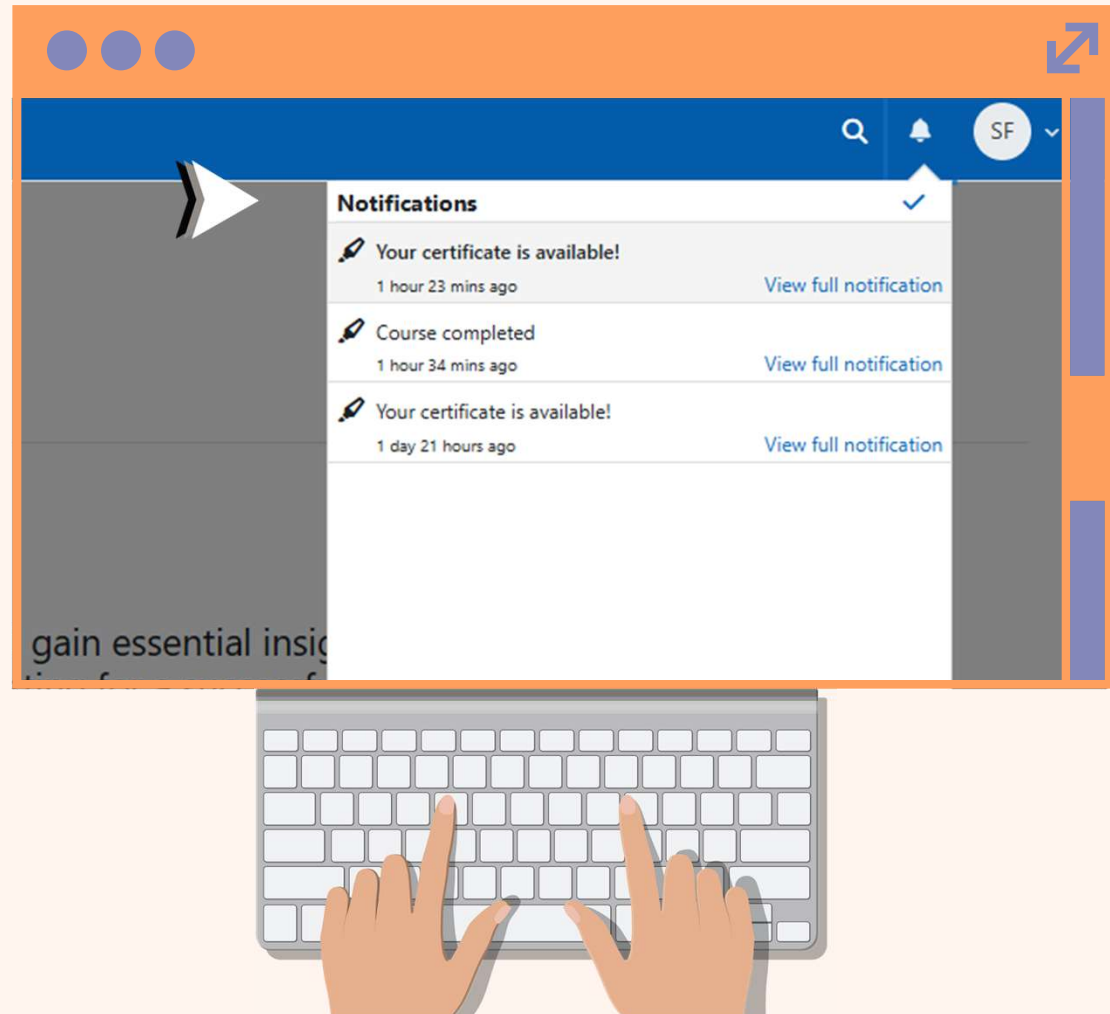


	Date issued	Expiry date	File
2-2025	Friday, May 23, 2025, 3:15 PM	Never	
3-2025	Friday, May 23, 2025, 12:27 PM	Never	
-2025	Friday, May 23, 2025, 12:19 PM	Never	
Webinar-4-17-2025-CN Review	Monday, April 28, 2025, 2:06 PM	Never	
25-CN Review	Monday, April 28, 2025, 1:15 PM	Never	
CN Review	Monday, April 28, 2025, 12:44 PM	Never	
25-CN Review	Thursday, April 24, 2025, 3:32 PM	Never	
inar - 4-15-25 - CN Review	Thursday, April 24, 2025, 2:28 PM	Never	



Completing Your First Course:

Notifications will tell you if your certificate is available and if you have completed the course



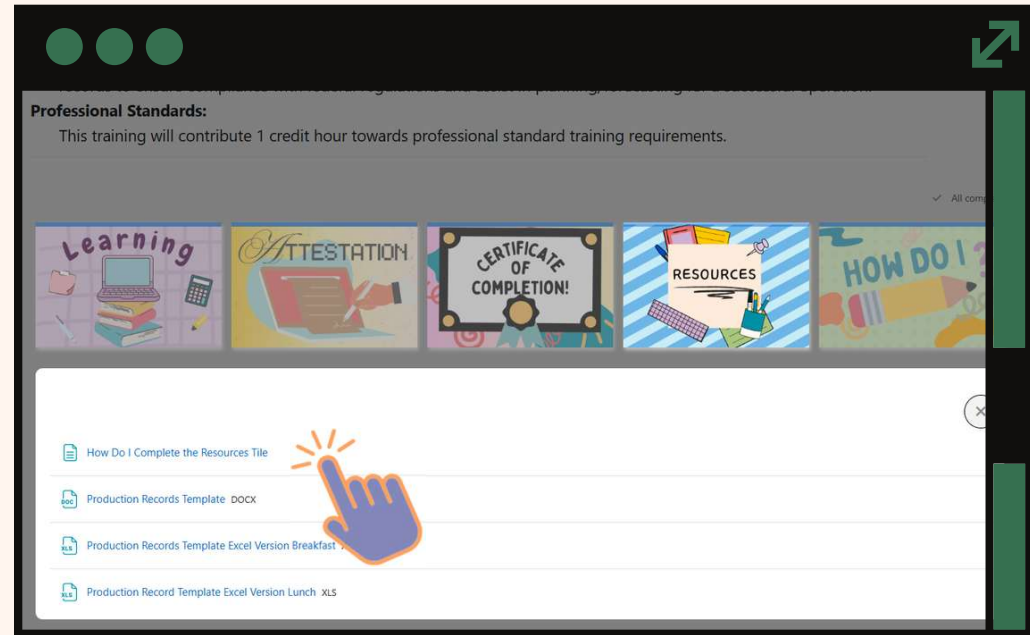
Completing Your First Course:

- A certificate is received for each completed course



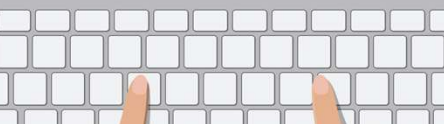
Completing Your First Course:

- Before leaving the course page, access the “Resources” tile
- Links to pertinent resources related to the course



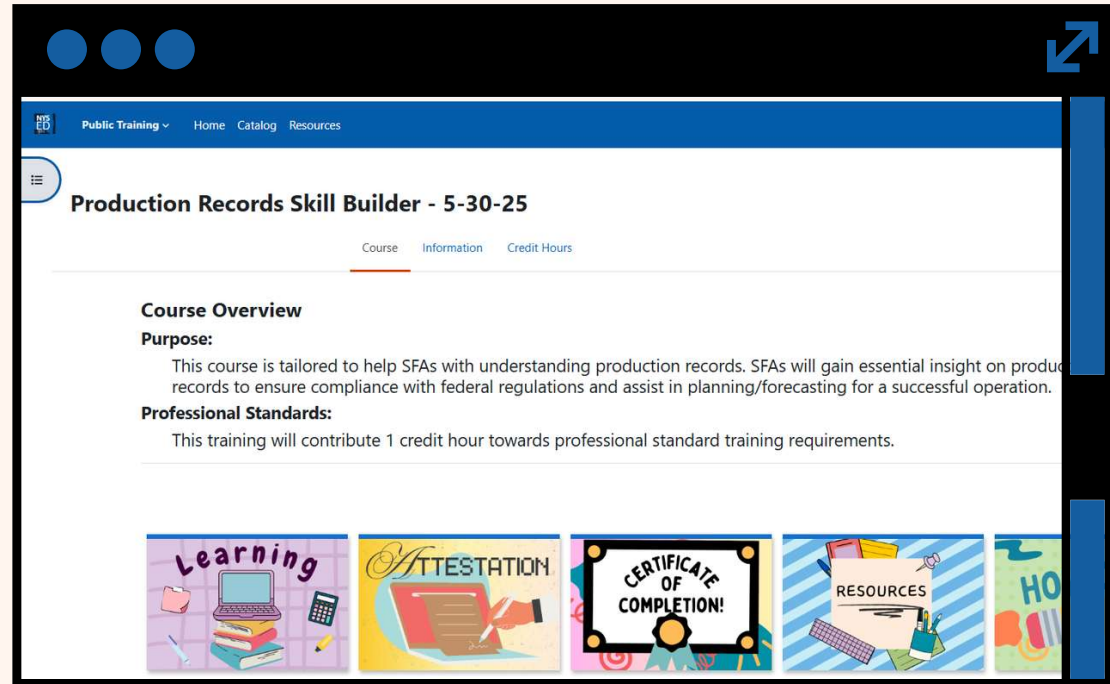
- **Links accessed through the “Resources” tile will either open in a new window or download supporting documents directly to your computer**

- **Links accessed through the “Resources” tile will either open in a new window or download supporting documents directly to your computer**

An illustration of a pair of hands typing on a light gray computer keyboard. The hands are rendered in a simple, stylized manner with orange-brown skin. The fingers are positioned over the keys, and the keyboard itself has a grid of light gray keys with darker gray outlines. The background is a solid light gray.

Course Completion:

- Select “Home” to return to the homepage or “Catalog” to search for more courses



Need more help?

Office Hours:

Friday 6/20 1:00pm-3:00pm

Monday 6/23 1:00pm-3:00pm

Tuesday 6/24 10:00am-12:00pm

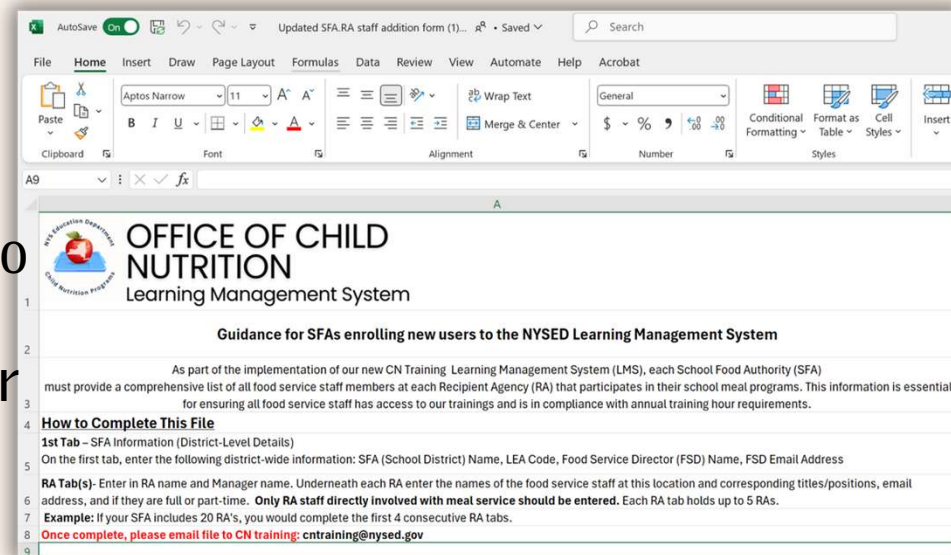


Phase Two: Setting Up Your Staff

✓ Download and complete the Excel file attached to the email

✓ Submit names, email addresses, and buildings for all kitchen staff

✓ Once submitted, CN will send login credentials



Questions?



Send any questions to:

-  Imssupport@nysed.gov
-  CNtraining@nysed.gov

