

Security System Update for Nebraska CNP 2008 System

This new system allows sponsors to be enabled with administration of their own employee logins and security rights.

History:

Prior to this modification, all changes to a sponsor's system permissions had to be effected by a state login with sufficient permissions. Addition of new logins had to be coordinated thru the state.

Purpose:

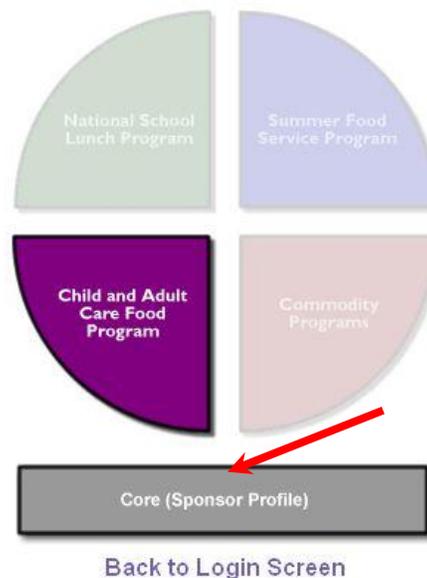
This new enhancement allows a state login to designate sponsor login(s) for each sponsor as “administrators”. These sponsor administrators would have the ability to create new logins for their sponsor only. These newly created logins will then inherit up to and not above the permissions of the creating (or parent) sponsor administrative login. Also, the sponsor administrator will have the ability to change and update profile information for each of their logins they administer. States logins can reassign users to another administrator for situations where the previous administrator leaves that position or role and their users need to be administered by someone new. Before reassigning, the system will generate a list of potential candidates for the user to select from. To be a potential candidate, they need to have at least the same security access as the previous administrator.

Creating users as a Sponsor Administrator

1. Log in as the sponsor administrator into the CNP 2008 system and Click “[Core](#)” from the navigation menu.

Nebraska Department of Education CNP Program

Please choose which one of the following programs you would like to enter.

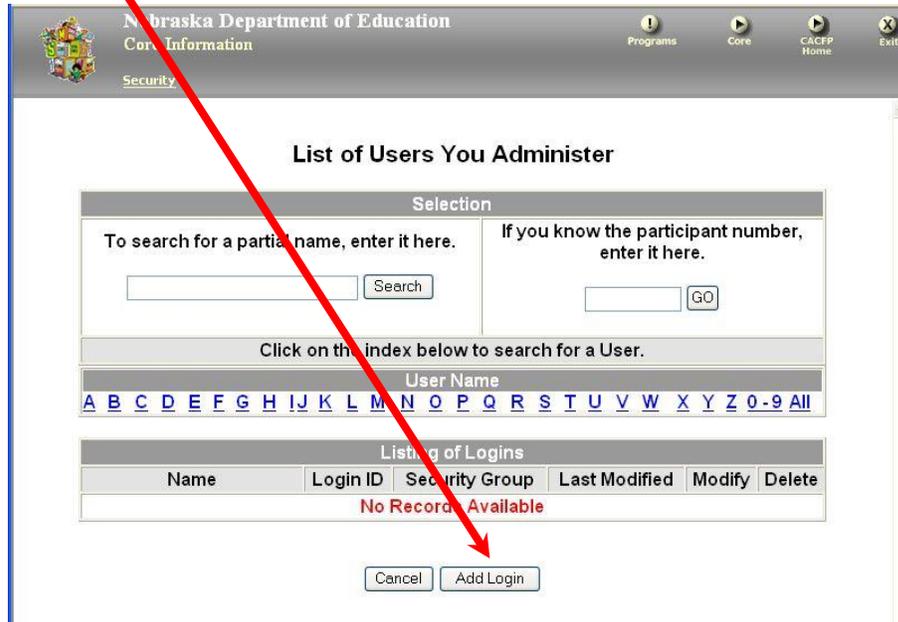


2. Click “[Security](#)” from the menu then click “[User Manager](#)”.



Select to continue	Description
User Manager	Maintain and Create CNP Logins and security access rights

- Click the [Add Login](#) button.



Nebraska Department of Education
Core Information

Security

List of Users You Administer

Selection

To search for a partial name, enter it here.

If you know the participant number, enter it here.

Click on the index below to search for a User.

User Name

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0-9](#) [All](#)

Listing of Logins

Name	Login ID	Security Group	Last Modified	Modify	Delete
No Records Available					

- Fill in the user login information. Click on [CACFP](#) and [CORE](#). Click “[Yes](#)” on Administers Other Users if you want them to have those rights and make sure CACFP is set to “[Input and Submit](#)”.

Add New Login Profile

User Information

Login ID

Name

New Password

Confirm Password

Email Address Remember to check your email address on your sponsor application to ensure they are correct.

Phone Number e.g. (555) 555-5555

Programs NSLP SFSP CACFP CMDT CORE

Security Group

Status

Administers Other Users (Y/N) Yes No

Program Claim Input/Submission

CACFP	NSLP	SFSP
<input type="text" value="Input and Submit"/>	<input type="text" value="Input, No Submit"/>	<input type="text" value="Input No Submit"/>

- Click [\[Submit\]](#), and then click thru to the User Profile Menu.

Add New Login Profile

User Information	
Login ID	<input type="text"/>
Name	<input type="text"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	<input type="text"/> <small>Remember to check your email address on your sponsor application to ensure they are correct.</small>
Phone Number e.g. (555) 555-5555	<input type="text"/>
Programs	<input type="checkbox"/> NSLP <input type="checkbox"/> SFSP <input checked="" type="checkbox"/> CACFP <input type="checkbox"/> CMDT <input checked="" type="checkbox"/> CORE
Security Group	DCH-Sponsor (Combined) ▼
Status	Active ▼
Administers Other Users (Y/N)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Program Claim Input/Submission	
CACFP	NSLP
Input and Submit ▼	Input, No Submit ▼
<input type="button" value="Redisplay"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- By default the new user received the permissions of the User group. Also the new user was associated to the institutions the sponsor administrator has (usually, in most cases, there is only one institution).
- If changes are needed to the associated institutions, use the “[Associated Institutions](#)” Go! Button from the User Profile Menu.



 Programs
  Core
  NSLP Home
  CACFP Home
  SFSP Home
  Exit

[Security](#)
 [Email](#)
 [Training](#)
 [Reports](#)

User Profile Menu

Login	
Login ID	Name
bGourley	Barry Gourley
Login Profile	
	User Profile Information
	Associated Institutions
	User Access Rights
	Additional User Access Rights
	Reassign Users Under this Admin User

8. If security permissions need to be adjusted from the default security group permissions, then use the “[User Access Rights](#)” Go! Button from the User Profile Menu.



Nebraska Department of Education
Core Information

Security Email Training Reports

User Profile Menu

Login	
Login ID	Name
bGourley	Barry Gourley

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Congratulations! You have set up users under your authority as administrator. To protect yourself and keep control – you should change your password if you have given it to others and assign those persons their own User ID and Password.