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.

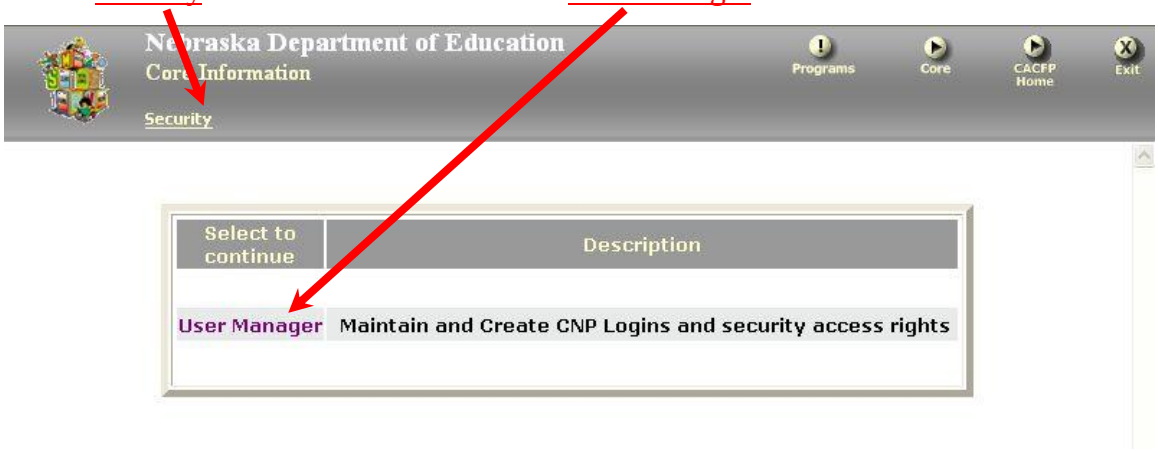
Purpose:

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.

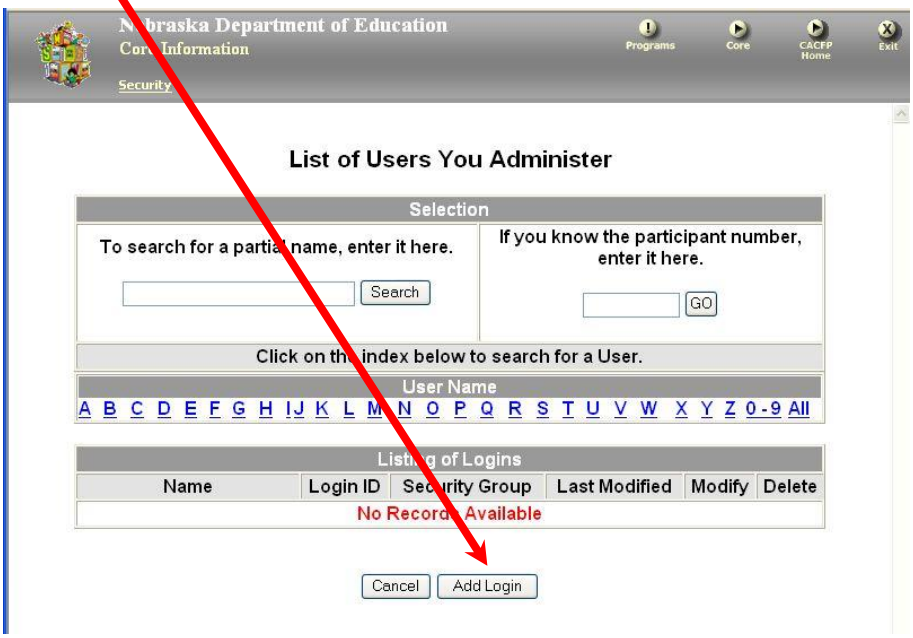
Creating users as a Sponsor Administrator

1. Log in as the sponsor administrator into the CNP 2008 system and Click "Core" from the navigation menu.

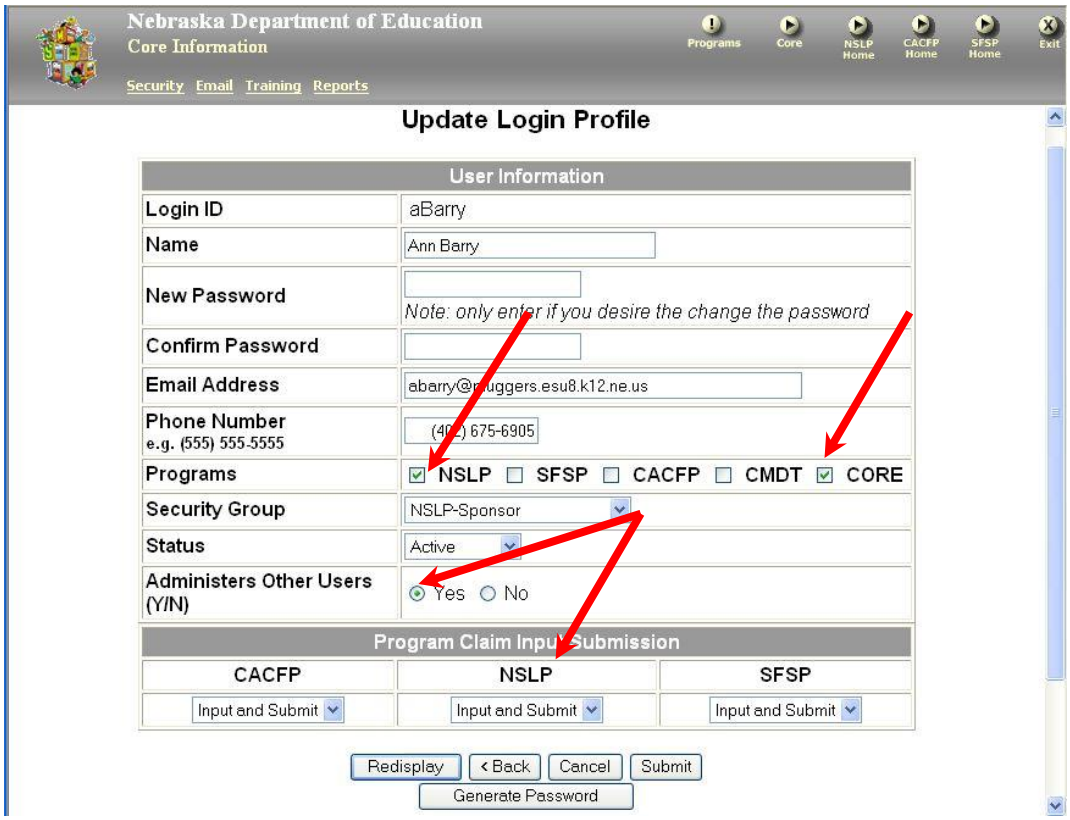
2. Click "Security" from the menu then click "User Manager".



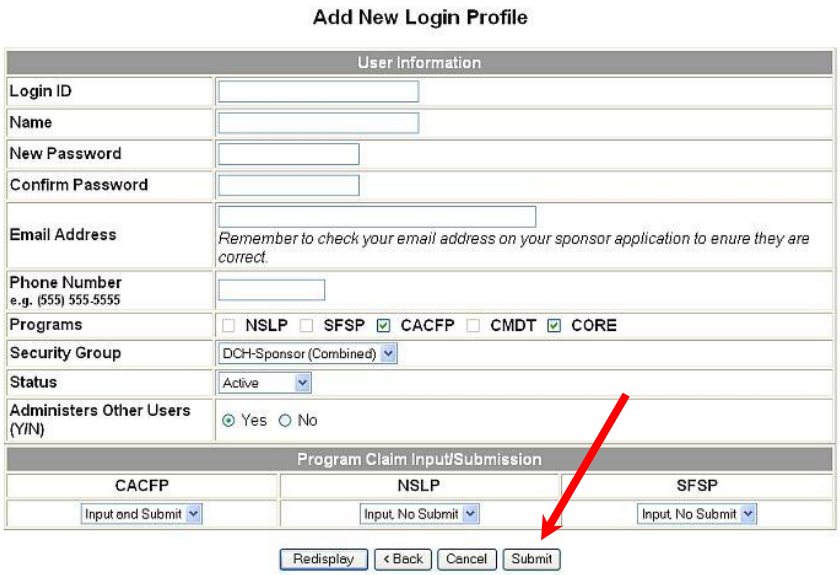
3. Click the [Add Login] button.



4. Fill in the user login information. Click on NSLP and CORE. Click "Yes" on Administers Other Users *if you want them have those rights* and make sure NSLP is set to "Input and Submit".



5. Click [Submit], and then click thru to the User Profile Menu.



6. 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).
7. If changes are needed to the associated institutions, use the "Associated Institutions" Go! **B**utton from the User Profile Menu.

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.

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.