

## **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.

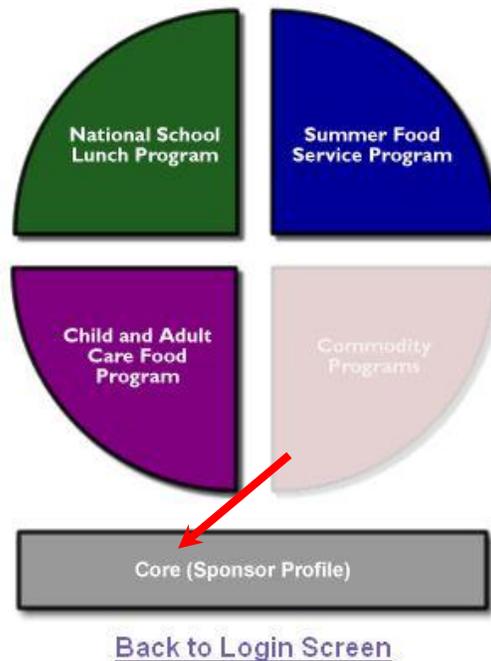
### Creating users as a Sponsor Administrator

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

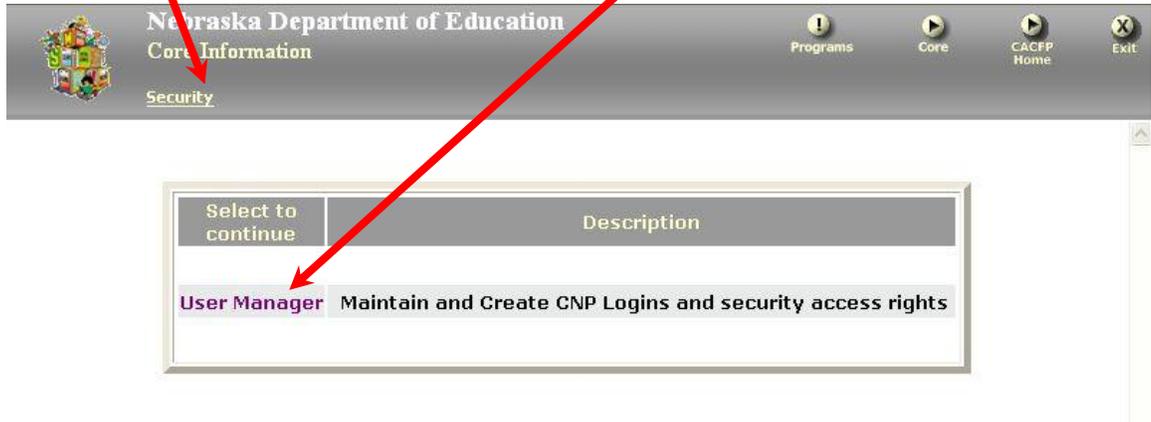
---

### Nebraska Department of Education CNP Program

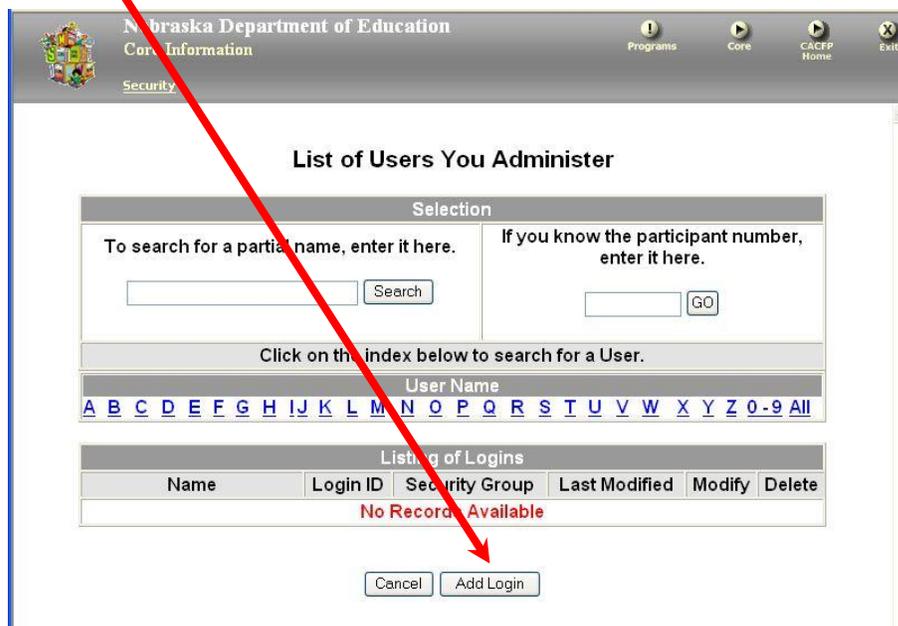
Please choose which one of the following programs you would like to enter.



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



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



4. Fill in the user login information. Click on [SFSP](#) 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](#)”.

**Nebraska Department of Education**  
Core Information

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








### Update Login Profile

User Information		
Login ID	aBarry	
Name	<input type="text" value="Ann Barry"/>	
New Password	<input type="password"/> <small>Note: only enter if you desire the change the password</small>	
Confirm Password	<input type="password"/>	
Email Address	<input type="text" value="abarry@pluggers.es.k12.ne.us"/>	
Phone Number <small>e.g. (555) 555-5555</small>	<input type="text" value="(402) 675-6905"/>	
Programs	<input checked="" type="checkbox"/> NSLP <input type="checkbox"/> SFSP <input type="checkbox"/> CACFP <input type="checkbox"/> CMDT <input checked="" type="checkbox"/> CORE	
Security Group	<input type="text" value="NSLP-Sponsor"/>	
Status	<input type="text" value="Active"/>	
Administers Other Users (Y/N)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Program Claim Input/Submission		
CACFP	NSLP	SFSP
<input type="text" value="Input and Submit"/>	<input type="text" value="Input and Submit"/>	<input type="text" value="Input and 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 type="button" value="Input and Submit"/>	<input type="button" value="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.

 Nebraska Department of Education  
Core Information

! 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	
<input checked="" type="radio"/>	User Profile Information
<input checked="" type="radio"/>	Associated Institutions
<input checked="" type="radio"/>	User Access Rights
<input checked="" type="radio"/>	Additional User Access Rights
<input checked="" type="radio"/>	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

Login Profile	
	User Profile Information
	Associated Institutions
	User Access Rights
	Additional User Access Rights
	Reassign Users Under this Admin User

< Back Cancel

**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.**