

COLYAR CONSULTING GROUP, INC.

Child Nutrition Programs

Security Administrator

User Manual

**Nebraska Department of Education
Nutrition Services**

For Sponsor Users

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Introduction

Welcome to the Nebraska Department of Education Nutrition Services user manual for the School Nutrition Programs module. This web-based software solution provides administrators, state users, and Sponsors with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

The CNP system is a user-friendly web application that allows authorized state agency personnel and Sponsors to submit and approve application, claims, and advance requests via the Internet. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.
- A single integrated database which serves all child nutrition programs.
- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized state users that administer the Child and Adult Care Food Program. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.
- Screen examples of web site pages and forms.
- Step-by-step instructions for utilizing the web site features.
- Tips and notes to enhance your understanding of the system.

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Getting Started

Before you can begin using the system, you must be assigned a user ID and password from the Child Nutrition Program. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the CNP web site.

Accessing the Web Site

You can access the system from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line:

<https://nutrition.education.ne.gov/splash.aspx>



TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

NEBRASKA DEPARTMENT OF EDUCATION
Nutrition Services Lincoln - 471-2488 (NE only: 800-731-2233)

Nutrition Services news!

Returning Users: Log On

User ID:

Password:

Remember my User ID

Log On

Reimbursement Rates for Fiscal/School Year 2011-2012 announced
Click here for rates
posted: 20 Jul 2011

Recalls.gov
Stay informed about food product recalls. USDA would like you to sign up to receive automatic email alerts when foods are recalled. For more information visit www.recalls.gov

Current Program Year is 2012 (July 1, 2011 - June 30, 2012)

NDE Disclaimer

- Information in this system and documents submitted become public record and are subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the Nebraska Department of Education (NDE) collects about you. You are entitled to receive and review the information upon request.

You also have the right to ask NDE to correct any information that is determined to be incorrect. (Reference: Government Code, sections 52.021, 52.023, and 529.004.) Unauthorized use of NDE information resources is prohibited and misuse is subject to criminal prosecution.

Links

- Nutrition Services Home
- CACFP Online Application
- CACFP Online Claims
- NSLP Online Application
- Reimbursement Rates
- Training Registration

Figure 1: System Home Page

About the Home Page

The Home Page consists of three major sections:

- Bulletin Board.
- Log on.
- Links.

The bulletin board is managed by Child Nutrition Program and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password. The links section provides access to websites and additional information.

Logging On

To log on

1. Access the system by typing the URL into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the Child Nutrition Program.



TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, numeric and special character.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the CNP Programs page.

Content Overview

Once you are logged in and have selected a Sponsor, the top portion of the CNP application contains key elements that provide basic information about your location within the system and the selected Sponsor.



Figure 2: CNP Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the Child Nutrition Program for assistance.
Navigation/Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen. Note: To ensure that the correct screen and data is displayed, please use the navigation/breadcrumb trail or buttons at the bottom of the screen to navigate throughout the system; do not use your browser's Back and Forward button
Program Year	The selected program year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active program year.
Information Box	The information box displays general information regarding the Sponsor/Site.
Log Out	The logout button displays in the menu bar. It is recommended to select Log Out to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, DELETE, and INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.



Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.
INTERNAL USE ONLY	This option is only available to authorized State users only. This is available for screens that have an Internal Use Only section, which is typically at the bottom portion of the screen. Selecting this option will result in the fields in the Internal Use Only section to become editable.

Programs Page

Once you successfully log on, the CNP Programs page is displayed. Actual access to specific modules is based on the user's security rights.



TIP: The Accounting, Maintenance and Configuration, and Security tiles are always gray because these are administrative modules that are available to only authorized State users. Sponsors will not have access to these modules. Only select authorized State users will have access to these modules.

Programs



Figure 4: Programs Page

Selecting this button...	Provides...
School Nutrition Programs	Access to the School Nutrition Programs home page
Accounting	Access to the Accounting Module home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Maintenance and Configuration	Access to the Maintenance and Configuration module home page
Summer Food Service Program	Access to the Summer Food Service Program home page
Security	Access to the Security Module home page



TIP: To ensure that the correct screen and data is displayed, please use the navigation/breadcrumb trail or buttons at the bottom of the screen to navigate throughout the system; **do not** use your browser's Back and Forward button.

3

Security

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.

Security menu

The Security menu option within the Child and Adult Care Food Program module is the access point to the Change Password and User Manager functions.

To access the Security menu

1. On the blue menu bar, select **Security**.
2. Select a security item to access that security function.



Figure 5: Security Menu

To access Change Password

1. On the blue menu bar, select **Security**.
2. On the Security menu, select **My Account**
3. In the My account **Change Password**. The Change Password screen displays.
4. Enter your **New Password**.
5. Re-Enter your New Password.
6. Select **Save**. A confirmation message displays.
7. Select **Edit** to return to the Change Password screen you just modified.
-OR-
Select **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Figure 6: Change Password screen

Note: Security configuration settings require a password eight (8) characters in length. Please note that the password must be at least eight (8) characters in length. The password must contain at least one number, one uppercase, lowercase letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

User Manager

The User Manager allows authorized users to set up and maintain various components of a user's security access. The features within the User Manager enable you to add new users, set up and modify user profiles, change passwords, and set assigned groups, security rights and associated Sponsors.

To access User Manager

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.

To search for a user

Before proceeding in the User Manager, you must always search for and select a user you wish to access. If you have already selected a user or are elsewhere in the application, return to the User Manager screen.

1. From the User Manager/Search for User Page, select the type of search on the **Search By** drop-down list. Enter the Last Name or User Name in the text box, and select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
2. Select the User you wish to access. The User Options menu displays.

To add a new user

If you have already selected a user or are elsewhere in the application, return to the User Manager screen.

1. From the User Manager screen, select **Add New User**. The User Profile screen displays.
2. Enter the new user's information in the User Information section.
3. Enter the new user's login name and password.
Enter the password again for confirmation.
[The new user is required to create a new password upon first logging in.]
4. Use the buttons to select if the user is a state employee, an administrator, and if the user is to only be granted access to associated Sponsors.
5. Use the drop-down menu to select the user's status.
6. Select **Save**. A confirmation screen displays.

Note: After creating a new user, it is recommended that you assign the user to an assigned group. Until the user is linked to a security group, he or she does not have any security rights and will not be able to access any system functions.

User's Profile

The User's Profile enables you to view and modify a user's basic information, login, security base, and status. In addition to name, contact, and login information, the user's profile specifies whether the user is a state employee, an administrator, and if the user is granted access to associated Sponsors only. These specifications affect which program functions the user may access. Furthermore, users specified as **Active** have access to all normal functions, while **Inactive** and **Locked** users are not permitted to login or access the system.

Note: Passwords cannot be changed within the user's profile. This function is accessed through the User Manager. For information regarding resetting passwords, see Reset User's Password.

To access User's Profile

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select the type of search, enter the Last Name or User Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Profile**. The User's Profile screen displays.

To view or modify a user's profile

1. Access the User's Profile you wish to view or modify through the User Manager.
6. Modify any desired information.
7. Select **Save**. A confirmation screen displays.

Note: To make any modifications, **MODIFY** must be selected on the Edit menu in the top-right corner (see figure below).

To delete a User's Profile



WARNING: Once a profile has been deleted, it cannot be restored. Use caution before deleting profiles.

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then Select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the **User** you wish to access. The User Options menu displays.
5. Select **User's Profile**. The User Profile screen displays.
6. On the Edit menu, Select **DELETE**. A warning displays.
7. Select **Delete**. A confirmation screen displays.

User's Assigned Group(s)

The User Assigned Group(s) enables you to assign a user to numerous pre-defined groups. Groups are created as a way to categorize multiple users together to provide identical security settings for the entire group. Changing any security setting for the group changes the setting for each member in that group.

To access User Assigned Group(s)

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Assigned Group(s)**. The User's Assigned Group(s) screen displays.

User's Assigned Group(s)

User Name: jsmith Name: Jane Smith

Available Group	Assigned Group
FDP State FDP Agency CACFP State SFSP View Only SNP View Only Center View Only DCH View Only CACFP FDCH	CACFP Sponsor

< Back

Figure 7: User's Assigned Group(s) screen

To add a user to assigned group(s)

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Assigned Group(s)**. The User's Assigned Group(s) screen displays.
6. Select the group you want to add the user to on the **Available Group** list.

Note: To make any modifications, **MODIFY** must be selected on the Edit menu.



TIP: You can easily select multiple groups two ways:

Available Group

State Program	▲
State Claims ONLY	
State Accounting	
Accounting	
Web Arts	
Guest	
Test	
SNP Sponsor - APPS	▼

Hold down the Shift key while clicking State Program and Test to select all contiguous groups.

Available Group

State Claims ONLY	▲
State Accounting	
Accounting	
Web Arts	
Guest	
Test	
SNP Sponsor - APPS	
SNP Sponsor - CLAIMS	▼

Hold down the Ctrl key while clicking each group to select all groups at one time.

7. Select **Add**.

8. Select **OK** on the Message box that appears.
9. Select **Save**. A confirmation screen displays.

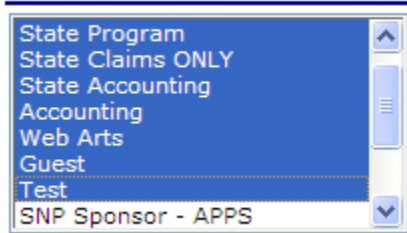
To remove a user from assigned group(s)

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Assigned Group(s)**. The User's Assigned Group(s) screen displays.
6. Select the group you want to remove the user from on the **Available Group** list.



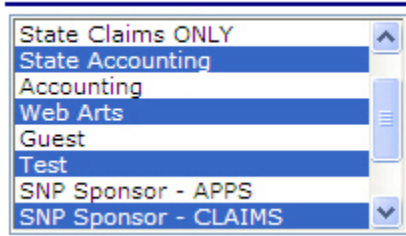
TIP: You can easily select multiple groups two ways:

Available Group



Hold down the Shift key while clicking State Program and Test to select all contiguous groups.

Available Group



Hold down the Ctrl key while clicking each group to select all groups at one time.

Note: To make any modifications, **MODIFY** must be selected on the Edit menu.

7. Select **Remove**.
8. Select **OK** on the Message box that appears.
9. Select **Save**. A confirmation screen displays.

User's Security Rights

The User's Security Rights feature enables administrators to set security rights for an individual user. These rights determine the areas within the system's programs and modules the user is granted access.

When a user has assigned groups, the groups' default security settings will apply and display in the user's security rights. No more rights may be given to the user than are given to the group. However, administrators may deny user's specific rights through this feature. Users cannot modify their own security rights.

To access User's Security Rights

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays
5. Select **User's Security Rights**. The User's Security Rights screen displays.

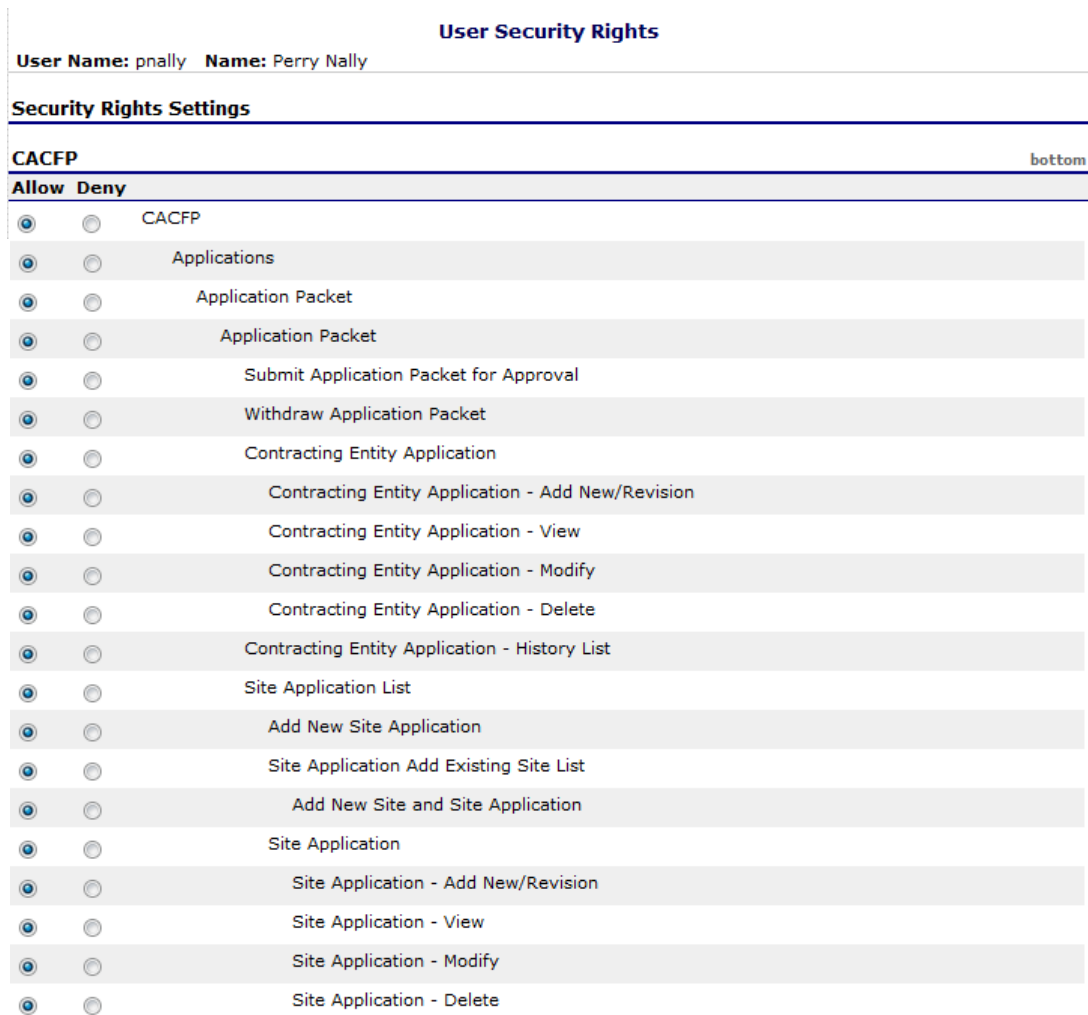


Figure 8: User's Security Rights screen (Partial)

To modify a user's security rights

1. On the blue menu bar, select **Security**.

2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Security Rights**. The User's Security Rights screen displays.

Note: To make any modifications, **MODIFY** must be selected on the Edit menu.

6. Modify the desired information.
7. Select **Save**. A confirmation screen displays.

Note: The security rights available to a user depend on the user's assigned groups. Only the security rights assigned to the user's assigned groups display in the user's security rights. If you wish to assign additional security rights to a user that are not displayed as options in the user's security rights, you will need to assign the user to the assigned group with the desired rights.

User's Associated Sponsors

The User's Associated Sponsors feature enables you to associate individual users to specific Sponsors. In order for users to have access to system functions for a Sponsor, such as claims access, users must be associated with the Sponsor. Similarly, users who should no longer have access to Sponsor functions need to have their Sponsor association removed.

Note: For security purposes, users can only view Sponsors to whom they are associated.

To access User's Associated Sponsors

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Associated Sponsors**. The User's Associated Sponsors screen displays.

Associated Sponsors		
Actions	Sponsor Name	
Remove	94203	Apple Tree Learning Center



Figure 9: User's Associated Sponsors screen

To add a Sponsor association

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then Select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Associated Sponsors**. The User's Associated Sponsors screen displays.
6. Select **Add Sponsor**. The Add User's Associated Sponsors screen displays.
7. Enter the **Agreement Number** or the **Sponsor Name**, and then Select **Search**.
—OR—
Select **All** to display a list of all Sponsors.
A list of users matching the search criteria displays.
8. Select **Add Association** to the left of the Sponsor you want to associate with the User. A confirmation message displays.
9. Select **Finish**. The User's Associated Sponsor screen displays with the newly added Sponsor on the list.

To remove a Sponsor association

1. On the blue menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then Select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **User's Associated Sponsors**. The User's Associated Sponsors screen displays.
6. Select **Remove** to the left of the Sponsor you want to remove. A confirmation message displays.

Reset User's Password

The Reset User's Password enables you to reset a user's password required to login to the system.

Note: Passwords can be reset for user's who have forgotten their passwords. If a user attempts to log in with an incorrect password, a Login Error will display. The user will be temporarily locked out of the system after five unsuccessful login attempts Remember, passwords are case-sensitive.

To reset a User's Password

1. On the menu bar, select **Security**.
2. Select **User Manager**. The Search for User screen displays.
3. On the **Search By** drop-down list, select **Last Name** or **User Name**, enter all or part of the Name in the text box, and then Select **Search**.
—OR—
Select **All** to display a list of all users.
A list of users matching the search criteria displays.
4. Select the User you wish to access. The User Options menu displays.
5. Select **Reset User's Password**. The Reset User's Password screen displays.
6. Enter the New Password.

Note: Default settings require a password to be at least eight characters in length, containing one or more numbers. However, these settings can be changed by state administrators within the Configuration module.



TIP: Strong, secure passwords contain eight characters, including numbers, upper-case, lower-case letters, and a special character.

7. Confirm the New Password.
8. Select **Save**. A confirmation screen displays.

Reset User's Password	
User Information	
First Name:	John
Middle Initial:	
Last Name:	Smith
User Name:	johnsmith1
Login Information	
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
Require password change next login:	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 10: Reset User's Password screen