



# CNP ADMINISTRATORS: UPDATING EXISTING USERS

Updated 5.24.2024

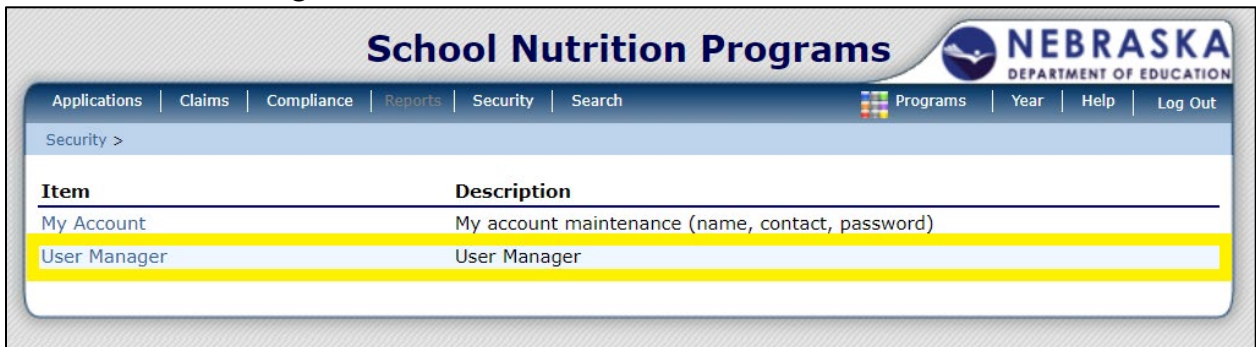
Questions? Email [nde.nsweb@nebraska.gov](mailto:nde.nsweb@nebraska.gov)



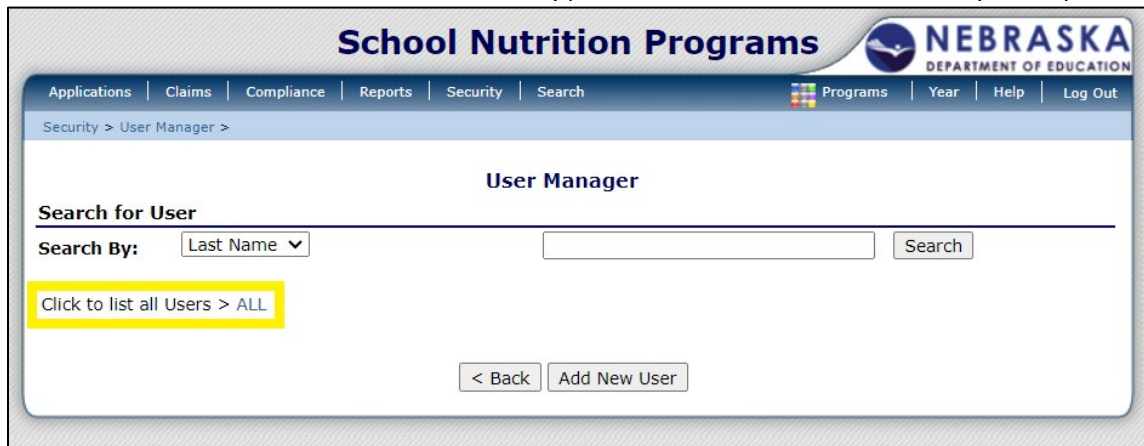
1. Log into the CNP system ([nutrition.education.ne.gov](http://nutrition.education.ne.gov)), navigate to the Security module:



2. Select the User Manager:



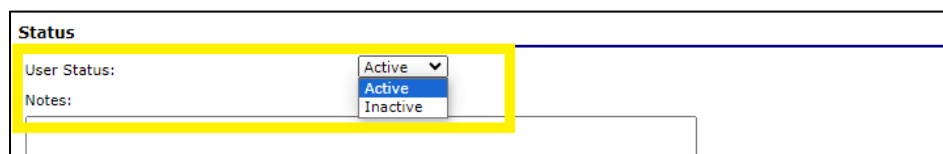
3. Click on the “**Click to list all Users > ALL**” hyperlink to view all users for your sponsorship:



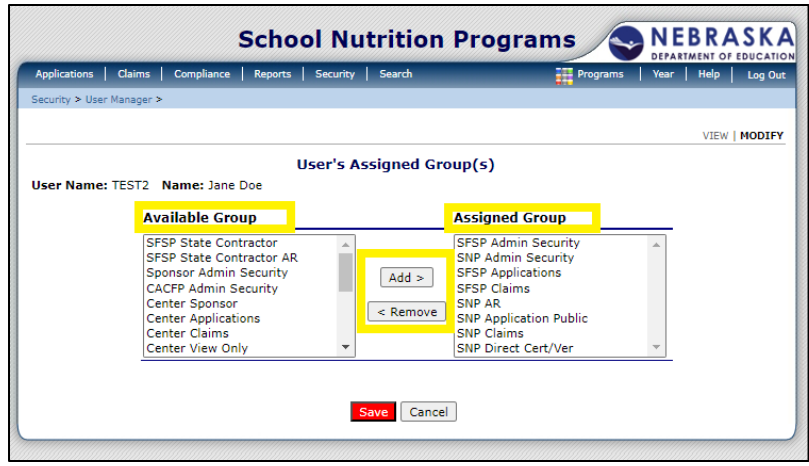
- Select user from User List and you'll be directed to User Options page for the selected user:



- Select the item module to make changes. Common updates include:
  - User Profile:** Email Address, Phone Number, Administrator status, and Inactivate for staff who no longer need access to the CNP system because of a departure from the organization or because their job duties changed.  
*HINT: Update the User Status, Save, and Finish to inactivate or re-activate a CNP user.*



- User's Assigned Groups:** Modify non-Administrator user assigned security groups  
*HINT: CNP users can access the modules listed in the Assigned Group category; modules listed in Available Groups are greyed out. Utilize the "Add >" and "< Remove" buttons to modify user access.*



- Reset User's Password:** Users are encouraged to utilize the "Forgot Your Password" link on the CNP homepage, but passwords can also be reset by an administrator.
 

**HINT:** Ensure you select the box to require a password change at the user's next login to ensure maximum account security.

