



CNP ADMINISTRATORS: ADDING A NEW USER

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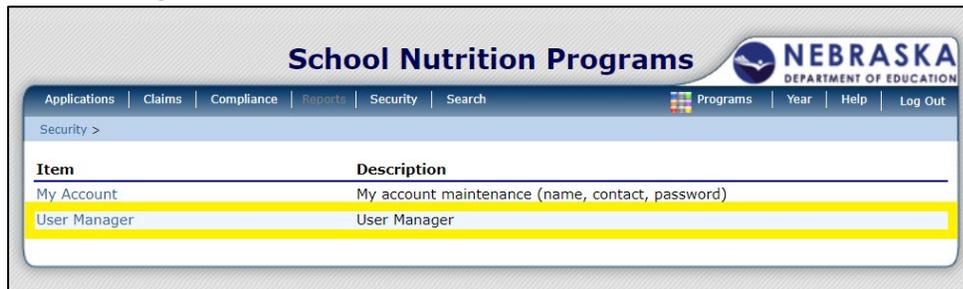
Questions? Email nde.nsweb@nebraska.gov



1. Once logged into the CNP system (nutrition.education.ne.gov), navigate to the Security module:



2. Select the User Manager:



3. Click Add New User:



HINT: Use the “**Click to list all Users > ALL**” hyperlink to view all users for your sponsorship, including active and inactive users. Users should not have multiple active accounts.*

4. Complete the User Profile for the new user.

User Information and Login Information Reminders:

- Only **one** active CNP account can be associated with an email address.
- CNP users are encouraged to enter their own **Hint Question** and **Hint Answer** during their initial login to CNP to enhance profile security.

The screenshot shows the 'User Profile' form in the School Nutrition Programs system. The form is divided into two main sections: 'User Information' and 'Login Information'. The 'User Information' section includes fields for First Name, Middle Initial, Last Name, Title, Email Address, and Phone Number (with an Ext. field). There are also radio buttons for 'Are you an Employee of this Sponsor?' with options 'Yes' and 'No'. The 'Login Information' section includes fields for User Name, Hint Question (a dropdown menu), Hint Answer, and a checkbox for 'Require password change next login'.

Security Base Reminders:

- Administrator accounts can **only be modified by NDE. Use discretion for which** users at your school/organization should have "User is an Administrator" toggled to **YES**.
 - A user with Admin rights cannot inactivate another user with Admin rights.
- Security group access can be modified later as needed.
- Your sponsor name(s) should be listed under "Associated to Sponsor(s)".

The screenshot shows the 'Security Base' form. It includes a section for 'User is an Administrator' with radio buttons for 'Yes' and 'No' (the 'No' option is selected). Below this is a section for 'Security Group(s):' with a list of checkboxes for various security groups: SFSP Applications, SFSP Claims, SNP Claims, SNP Admin Security, SFSP Admin Security, SNP Application Public, SNP AR, and SNP Direct Cert/Ver. At the bottom, there is a section for 'Associated to Sponsor(s):' with a checkbox for 'Your SFA Name' which is checked.

5. Click Save, then Finish

