CNP ADMINISTRATORS: ADDING A NEW USER
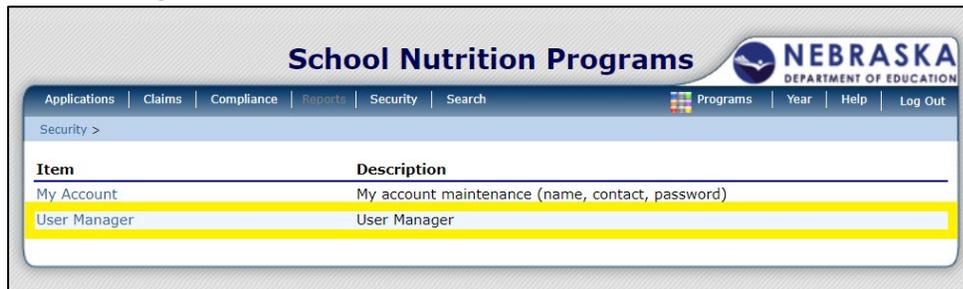**Updated 5.24.2024**
Questions? Email nde.nsweb@nebraska.gov

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.

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)".

5. Click Save, then Finish