

Nebraska Dept. of Education – Nutrition Services

Sponsor Administrative Guide

04/24/2013



NEBRASKA
DEPARTMENT OF
EDUCATION

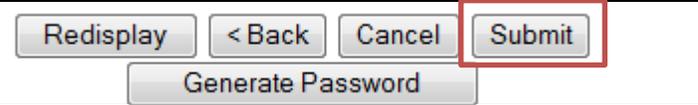
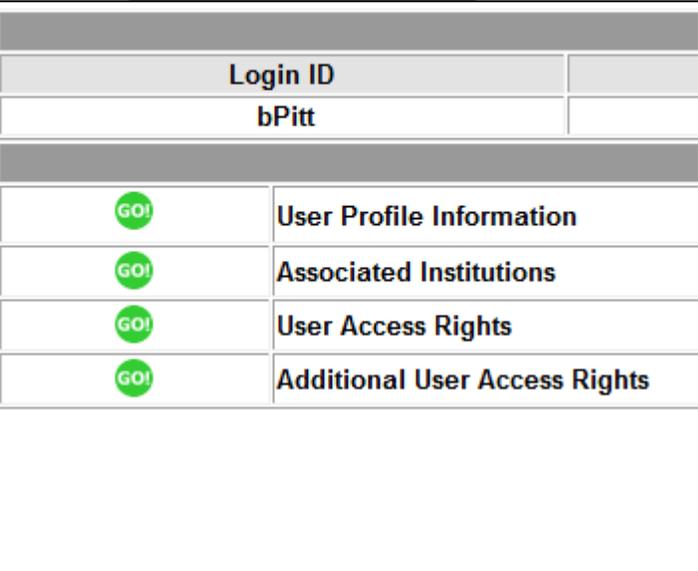
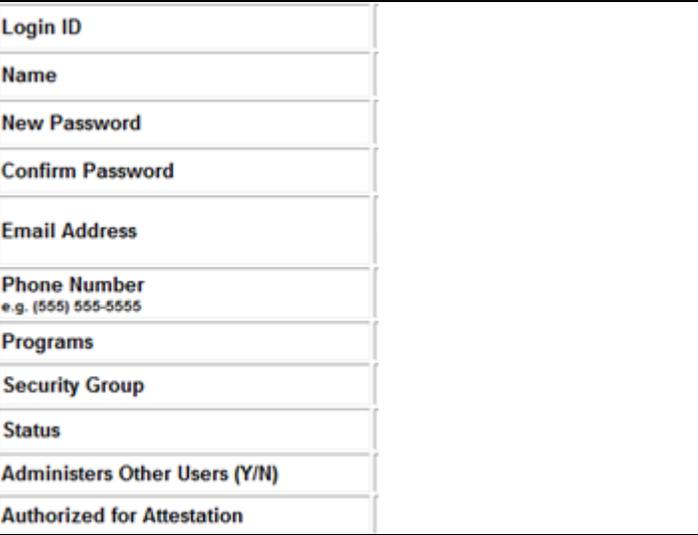
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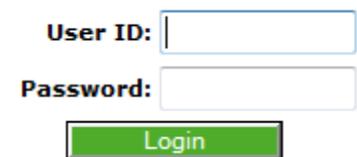
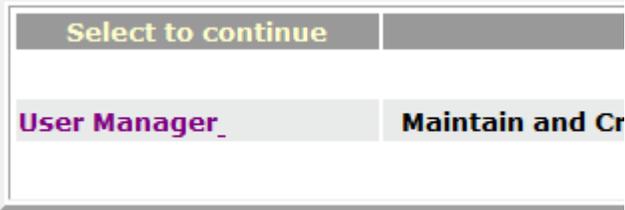
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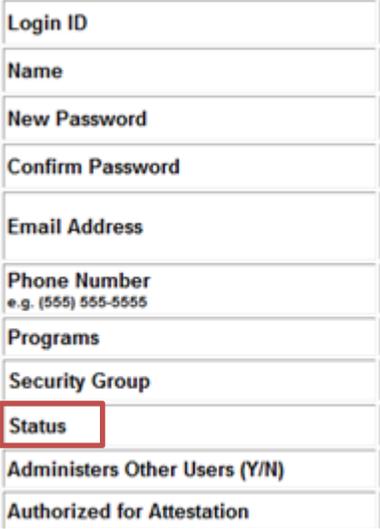
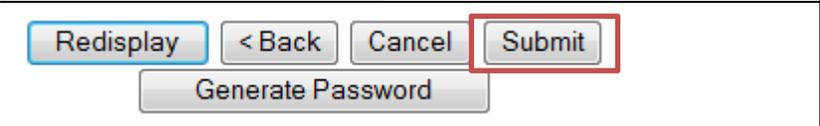
Appendix A.6

Create a Login ID		
1.	Log in as administrator	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>
2.	Click on the Core (Sponsor Profile) Button.	<p><input type="button" value="Core (Sponsor Profile)"/></p> <p>Back to Login Screen</p>
3.	Click on Security on the upper left side of the screen or the Core button on the upper right side of the screen.	<p><input type="button" value="Security"/> or <input type="button" value="Core"/></p>
4.	Click on User Manager	<p><input type="button" value="Select to continue"/></p> <p><input type="button" value="User Manager"/> <input type="button" value="Maintain and Cr"/></p>
5.	Click on Add Login Button	<p><input type="button" value="Cancel"/> <input type="button" value="Add Login"/></p>
6.	Enter the information about the person. (User Information definitions are found in Appendix A.)	<p>Login ID</p> <p>Name</p> <p>New Password</p> <p>Confirm Password</p> <p>Email Address</p> <p>Phone Number e.g. (555) 555-5555</p> <p>Programs</p> <p>Security Group</p> <p>Status</p> <p>Administers Other Users (Y/N)</p> <p>Authorized for Attestation</p>
7.	If the user is submitting data claims, please choose the appropriate programs. [Child and Adult Care Food Programs (CACFP), School Meal Programs (NSLP), and Summer Food Service Program (SFSP)]	<p><input type="button" value="CACFP"/></p> <p><input type="button" value="Input, No Submit"/></p> <p><input type="button" value="NSLP"/></p> <p><input type="button" value="Input and Submit"/></p> <p><input type="button" value="SFSP"/></p> <p><input type="button" value="Input, No Submit"/></p>

8.	Click on Submit . You now created your Login ID!	
9.	<p>Options for the User ID need to be determined.</p> <p>User Profile Information – Update the information for the user.</p> <p>Associated Institution – If you have multiple agreement numbers, you can select users to only view certain institutions.</p> <p>User Access Rights- Details access for menu items that are available.</p> <p>Additional User Access Rights-Send emails to others in the system or access to the Direct Certification List.</p>	
10.	User Profile Information –Modify the user information. (User Information definitions are found in Appendix A.)	
11.	Associated Institutions. Add or remove the institution(s) that the user should be able to access.	
12.	User Access Rights. Add or remove the user rights to specific menu items in the program. (The Core Information allows for security maintenance. Commodity Programs is not used.)	

<p>13.</p>	<p>Additional User Access Rights -Core and NSLP. Determine if the user needs access to Direct Certification or the ability to email users in the School Lunch system.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Email <input type="checkbox"/> <i>Email (misc)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Create New Email <input type="checkbox"/> <i>Email - Message Options (misc)</i> <input type="checkbox"/> <i>Email - Modify Message (misc)</i> <input type="checkbox"/> <i>Email - Delete Message (misc)</i> <input type="checkbox"/> <i>Email - Distribution List (misc)</i> <input type="checkbox"/> <i>Email - Approve Message (misc)</i> <input type="checkbox"/> <i>Email - Approve Dist. List (misc)</i> <input type="checkbox"/> <i>Email - Send Test Message (misc)</i> <input type="checkbox"/> <i>Email - Send (misc)</i> <input type="checkbox"/> <i>Email - Attachments (misc)</i> <hr style="border: 2px solid green;"/> <ul style="list-style-type: none"> <input type="checkbox"/> Direct Cert <input type="checkbox"/> <i>Direct Certification (misc)</i>
<p>14.</p>	<p>Click on Save to retain the user information and rights.</p>	<p><input type="button" value="Save"/> Saves the selected Security Rights.</p>

Delete, Inactivate or Terminate a Login ID														
1.	Log in as administrator													
2.	Click on the Core (Sponsor Profile) Button.													
3.	Click on Security on the upper left side of the screen or the Core button on the upper right side of the screen.													
4.	Click on User Manager to modify or delete the User ID.													
5.	To delete the User ID, click on Delete . You will be prompted to confirm the delete.	<table border="1"> <thead> <tr> <th colspan="4">Listing of Logins</th> </tr> <tr> <th>Name</th> <th>Login ID</th> <th>Security Group</th> <th></th> </tr> </thead> <tbody> <tr> <td>Brad Pitt</td> <td>bPitt</td> <td>NSLP-Sponsor</td> <td></td> </tr> </tbody> </table>	Listing of Logins				Name	Login ID	Security Group		Brad Pitt	bPitt	NSLP-Sponsor	
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8.	<p>In the User Profile, the Status can be updated to:</p> <p>Active-the User is currently using the system,</p> <p>Inactive-The User is not currently using the system.</p> <p>Terminated-The User is no longer with the sponsor.</p>	 <p>The screenshot shows a user profile form with the following fields: Login ID, Name, New Password, Confirm Password, Email Address, Phone Number (with example e.g. (555) 555-5555), Programs, Security Group, Status (highlighted with a red box), Administrates Other Users (Y/N), and Authorized for Attestation.</p>
9.	<p>Click on Save to retain the user information and rights.</p>	 <p>The screenshot shows the bottom of the form with buttons: Redisplay, < Back, Cancel, Submit (highlighted with a red box), and Generate Password.</p>

Appendix A.

User Profile Information's Definition:

Login ID – The Login is the first letter of the first name then the last name. The Login ID is case sensitive.

Password – The password needs to be 12 characters with includes at least one capital letter, one number, and one special character.

Email Address – If the user forgets his or her password, a new password will be sent to this address.

Phone Number – The phone number to communicate with the User.

Programs – The programs that the User will have access to in the system.

Security Group – Choose a security group that best describes what the User will need access to in the system.

Status – The standing of the user in the system:

Active-the User is currently using the system,

Inactive-The User is not currently using the system.

Terminated-The User is no longer with the sponsor.

Administers Other Users (Y/N) – Is the User going to create and manage other users in the system.

Authorized for Attestation – This field is used for 2012-13. It is no longer needed for 2013-14.