Create a Login ID

1. Log in as administrator
   - User ID: 
   - Password: 
   - Login

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**

5. Click on **Add Login** Button
   - Cancel
   - Add Login

6. Enter the information about the person. (User Information definitions are found in Appendix A.)

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)]
8. Click on Submit. You now created your Login ID!

9. Options for the User ID need to be determined.
   - **User Profile Information** – Update the information for the user.
   - **Associated Institution** – If you have multiple agreement numbers, you can select users to only view certain institutions.
   - **User Access Rights** – Details access for menu items that are available.
   - **Additional User Access Rights** – Send emails to others in the system or access to the Direct Certification List.

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.)
13. **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.

- **Email**
  - Email (misc)
    - Create New Email
  - Email - Message Options (misc)
  - Email - Modify Message (misc)
  - Email - Delete Message (misc)
  - Email - Distribution List (misc)
  - Email - Approve Message (misc)
  - Email - Approve Dist. List (misc)
  - Email - Send Test Message (misc)
  - Email - Send (misc)
  - Email - Attachments (misc)

- **Direct Cert**
  - Direct Certification (misc)

14. Click on **Save** to retain the user information and rights. **Save** Saves the selected Security Rights.
Delete, Inactivate or Terminate a Login ID

1. Log in as administrator

   ![Login Screen]

   **User ID:** [ ]
   **Password:** [ ]
   [Login]

2. Click on the Core (Sponsor Profile) Button.

   ![Core 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.

   ![User Manager]

5. To delete the User ID, click on Delete. You will be prompted to confirm the delete.

6. To modify the User ID, click on Modify.

   ![Listing of Logins]

7. Options for the User ID need to be determined.

   **User Profile Information** – Update the information for the user.

   **Associated Institution** – If you have multiple agreement numbers, you can select users to only view certain institutions.

   **User Access Rights** – Details access for menu items that are available.

   **Additional User Access Rights** – Send emails to others in the system or access to the Direct Certification List.
8. In the User Profile, the Status can be updated to:

- **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.

![Status Field](image)

9. Click on **Save** to retain the user information and rights.
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.