BUSINESS OFNUMBERS &NUTRITION

CHILD NUTRITION DIRECTORS AND BUSINESS OFFICIALS

USER ACCESS MANAGER

SECURITY PROCESS

Estella Martinez-Perrin F&N System Support



Current TX-UNPS Request

- CE completes the FND-101 form
 - CE submits to TDA for processing
 - TDA reviews and calls user with questions
 - TDA sends to IT for entry into system







- Quicker turnaround time for adding and updating users
- You know your staff hires, terminations, transfers
- Identify staff responsibilities (duties/roles)
- Establishing proper backup staff
- Assist with separation of duties



CE Designated UAM Capabilities



- Add a New User
- Modify a User's existing account
- Activate/Inactivate a User
- Reset User's Password
- Unlock User's account

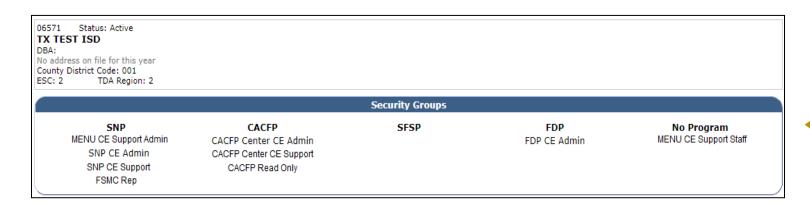






Status: Active 06571 TX TEST ISD DBA: No address on file for this year County District Code: 001 TDA Region: 2 ESC: 2 **Security Groups** CACFP SFSP **FDP** SNP No Program MENU CE Support Admin CACFP Center CE Admin FDP CE Admin MENU CE Support Staff SNP CE Admin CACFP Center CE Support SNP CE Support CACFP Read Only FSMC Rep Search Status: Pending Active Inactive Search Filter: Users Add User User Count: 5 Action **UAM** Lock First Name **Phone Number Last Login** Last Name User ID Status (512) 555-9999 Detail Joe Baker jbaker13 04/16/2019 Active Bob Milner bmilner10 (512) 555-9978 Active Detail Detail Ray Preston (512) 555-0003 Active rpreston10 Smiles Active Detail ssmiles10 (512) 555-1010 Sam Detail Betty 04/16/2019 Active Tester btester10 (512) 555-0001







Users							
Add User							User Count: 5
Action U/	AM Lock	First Name	Last Name	User ID	Phone Number	Last Login	Status
Detail	≙	Joe	Baker	jbaker13	(512) 555-9999	04/16/2019	Active
Detail		Bob	Milner	bmilner10	(512) 555-9978		Active
Detail		Ray	Preston	rpreston10	(512) 555-0003		Active
Detail		Sam	Smiles	ssmiles10	(512) 555-1010		Active
Detail	P	Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active





06571 Status: Active TX TEST ISD

DBA:

No address on file for this year County District Code: 001 ESC: 2 TDA Region: 2

Security Groups

SNP MENU CE Support Admin SNP CE Admin SNP CE Support

FSMC Rep

CACFP
CACFP Center CE Admin
CACFP Center CE Support
CACFP Read Only

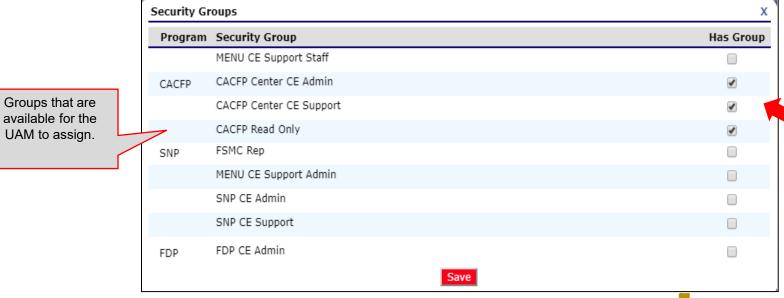
SFSP FDP
FDP CE Admin

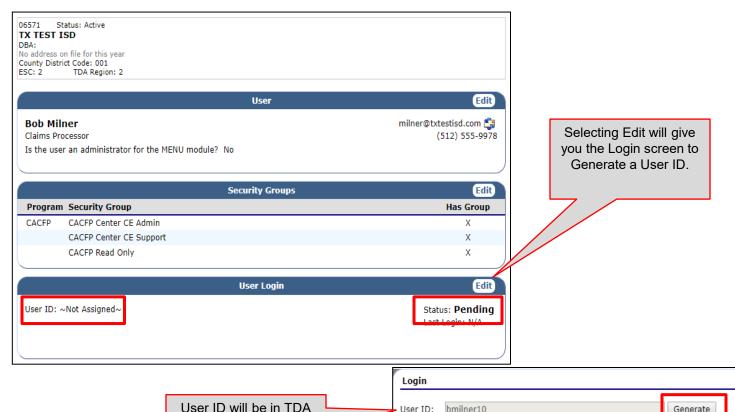
No Program MENU CE Support Staff

	Users							
Add User								User Count: 6
	Super							
Action	User	Lock	First Name	Last Name	User ID	Phone Number	Last Login	Status
Detail			Joe	Baker	jbaker13	(512) 555-9999	04/16/2019	Active
Detail			Mary	Beans	mbeans10	(512) 555-3030	04/16/2019	Active
Detail			Ray	Preston	rpreston10	(512) 555-0003		Active
Detail			Sam	Smiles	ssmiles10	(512) 555-1010		Active
Detail			John	Smith	jsmith17	(512) 456-7890		Active
Detail	P		Betty	Tester	btester10	(512) 555-0001	05/09/2019	Active







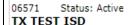


standard format and

cannot be updated.







DBA:

No address on file for this year County District Code: 001 ESC: 2 TDA Region: 2

User

Edit

Bob Milner

Claims Processor

Is the user an administrator for the MENU module? No

milner@txtestisd.com 🗐 (512) 555-9978

		Security Groups	Edit		
Program Security Group					
CACFP	CACFP Center CE Admin		Х		
	CACFP Center CE Support		X		
	CACFP Read Only		X		







06571 Status: Active
TX TEST ISD

DBA:

Detail

Detail

Detail

No address on file for this year County District Code: 001 ESC: 2 TDA Region: 2

Security Groups

Smiles

Smith

Tester

SNP
MENU CE Support Admin
SNP CE Admin
SNP CE Support

FSMC Rep

Sam

John

Betty

CACFP Center CE Admin CACFP Center CE Support CACFP Read Only

CACFP

SFSP FDP
FDP CE Admin

No Program
MENU CE Support Staff

Active

Active

Active

05/09/2019

Search Status: Pending Active Inactive Filter: Search Users Add User User Count: 6 Super **Phone Number** Last Login Action User Lock First Name **Last Name** User ID Status jbaker13 (512) 555-9999 04/16/2019 Detail Joe Baker Active (512) 555-3030 04/16/2019 Detail Mary Beans mbeans10 Active Active Ray Preston rpreston10 (512) 555-0003

ssmiles10

jsmith17

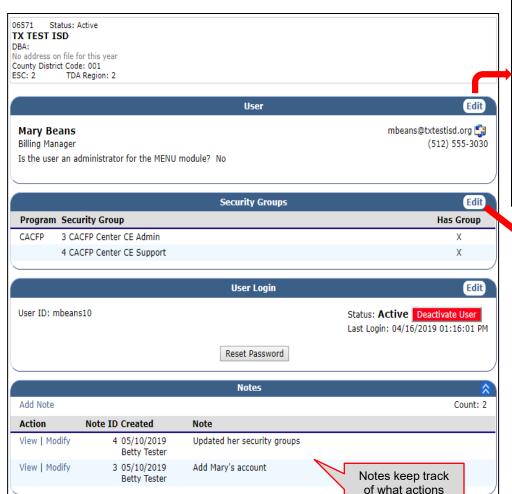
btester10

(512) 555-1010

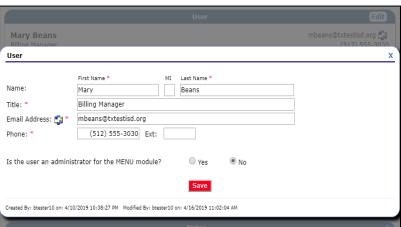
(512) 456-7890

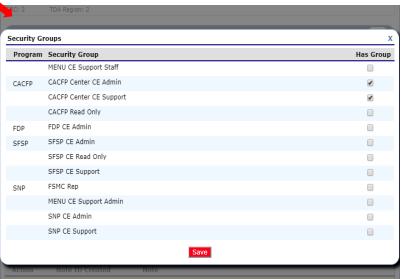
(512) 555-0001





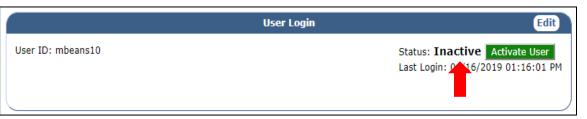
have been done to the user account.

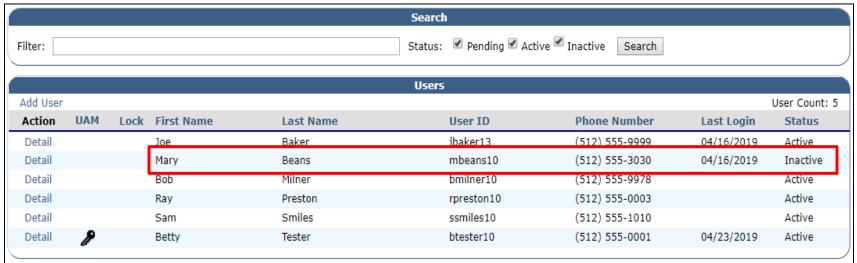




BUSINESS OF NUMBERS & NUTRITION
CHILD NUTRITION DIRECTORS AND BUSINESS OFFICIALS

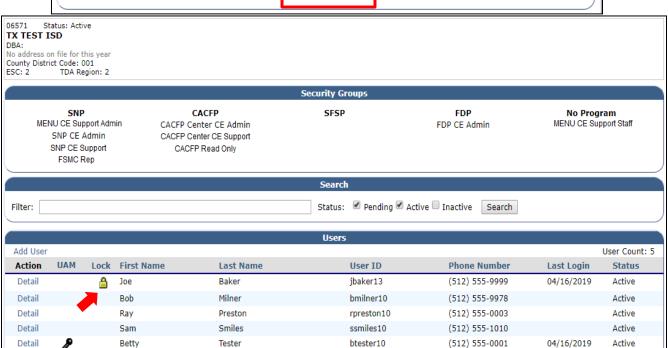






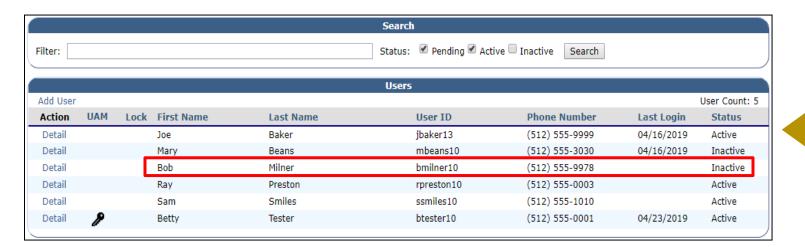


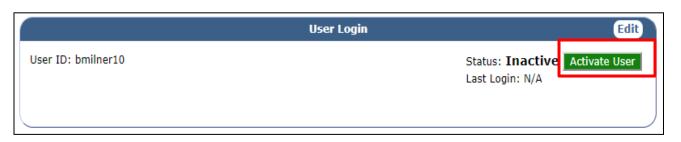




	User Login		Edit	
User ID: jbaker13		Status: Active Deactivate User Last Login: 04/16/2019 01:50:12 PM		
	Reset Password	Unlock Us	ser	















UAM is the CE's Highest Official

- Superintendent
- Chief Financial Officer
- Board of Director
- Executive Director





Delegating the UAM

- Must be an employee of the CE (not a temporary or contractor)
- Only one assigned UAM at each CE
 - If UAM leaves the CE, user's access continues as normal.
 - New FND-135 is needed to assign a new UAM before adding any new users or updating existing user security.





¹ DELEGATION OF SECURITY AUTHORITY

a TDA considers the User Access Manager to be the Highest Official within the Contracting Entity such as the Superintendent, President Board, Chief Financial Officer, etc. The Highest Official does have the option to delegate the security responsibility of the User Access Manager to another employee of the entity. The delegated user must not be a temporary employee or contractor.

Is the User Access Manager being delegated to another user?

__ YES

NO



If yes, provide the name of the delegated user (item b.) and user must acknowledge the responsibility by signing the certification below (item c.)

b. Printed Full Name of Delegated User

c Signature of Delegated User

The representative designated above acknowledges that he/she is authorized on behalf of the contracting organization and agrees to the following responsibilities as the User Access Manager within Texas Unified Nutrition Programs System (TXUNPS):

- I understand the different security group roles/responsibilities outlined in the User Access Manager Handbook Guide;
- I understand my responsibilities as it relates to security management and designation of security groups and will follow the requirements, guidelines, and policies as outlined in the User Access Manager Handbook Guide;
- I will not disclose information that is considered confidential under TDA policy and understand that User IDs and passwords are specific to the individual and will not be shared;
- I will use the records and information resources only for purposes that are allowed by the owner and TDA and will maintain all documentation required.

Date (mm/dd/yy)







Not Included



- Certain Food Distribution Program Users
 - Processors
 - Co-op Coordinators
 - Warehouse
- Updating MENU User Role





Phased Implementation





July 2019

Entities that use the School Nutrition Program only



Sept. 2019

Entities that use the School Nutrition Program and another program



Nov. 2019

Entities that use Child & Adult Care Food Program only



Jan. 2020

Entities that use the Summer Food Service Program only

Entity users not included in beginning phases will continue with current access until a UAM is in place.





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- 1. Mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
- **2.** Fax: (202) 690-7442; or
- 3. E-Mail: program.intake@usda.gov.

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