

# BUSINESS OF NUMBERS & 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

# User Access Manager Benefits



- ❖ 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





# Basic Overview

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | **Security** | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Security >

Item	Description
<a href="#">Change Password</a>	Change Password for Logged-In User
<a href="#">CE System Logins</a>	Contracting Entity System Logins

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	CACFP	SFSP	FDP	No Program
MENU CE Support Admin SNP CE Admin SNP CE Support FSMC Rep	CACFP Center CE Admin CACFP Center CE Support CACFP Read Only		FDP CE Admin	MENU CE Support Staff

**Search**

Filter:  Status:  Pending  Active  Inactive

**Users**

Add User User Count: 5

Action	UAM	Lock	First Name	Last Name	User ID	Phone Number	Last Login	Status
<a href="#">Detail</a>			Joe	Baker	jbaker13	(512) 555-9999	04/16/2019	Active
<a href="#">Detail</a>			Bob	Milner	bmilner10	(512) 555-9978		Active
<a href="#">Detail</a>			Ray	Preston	rpreston10	(512) 555-0003		Active
<a href="#">Detail</a>			Sam	Smiles	ssmiles10	(512) 555-1010		Active
<a href="#">Detail</a>			Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active

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### 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

### Search

Filter:

Status:  Pending  Active  Inactive

### Users

[Add User](#)

User Count: 5

Action	UAM	Lock	First Name	Last Name	User ID	Phone Number	Last Login	Status
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Detail			Sam	Smiles	ssmiles10	(512) 555-1010		Active
Detail			Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active



# Add a User



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### 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


### Search

Filter:  Status:  Pending  Active  Inactive

### Users

[Add User](#)


User Count: 6

Action	Super 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			Betty	Tester	btester10	(512) 555-0001	05/09/2019	Active

**User** X

Name: First Name \*  MI  Last Name \*

Title: \*

Email Address:  \*

Phone: \*  Ext:

Is the user an administrator for the MENU module?  Yes  No

**Save**

Selecting Yes means this user will be in charge of assigning MENU roles in the MENU module.

**Security Groups** X

Program	Security Group	Has Group
	MENU CE Support Staff	<input type="checkbox"/>
CACFP	CACFP Center CE Admin	<input checked="" type="checkbox"/>
	CACFP Center CE Support	<input checked="" type="checkbox"/>
	CACFP Read Only	<input checked="" type="checkbox"/>
SNP	FSMC Rep	<input type="checkbox"/>
	MENU CE Support Admin	<input type="checkbox"/>
	SNP CE Admin	<input type="checkbox"/>
	SNP CE Support	<input type="checkbox"/>
FDP	FDP CE Admin	<input type="checkbox"/>

**Save**

Groups that are available for the UAM to assign.



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### 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	Has Group
CACFP	CACFP Center CE Admin	X
	CACFP Center CE Support	X
	CACFP Read Only	X

### User Login

Edit

User ID: ~Not Assigned~

Status: **Pending**

Last Login: N/A

Selecting Edit will give you the Login screen to Generate a User ID.

User ID will be in TDA standard format and cannot be updated.

### Login

X

User ID:

Generate

By enabling this system login, I certify all information for the User designated above is true and correct. I acknowledge that the security groups assigned to the User are needed and applicable to the responsibilities of the User. I understand that the use of records and information resources within this system is only for purposes that are allowed by our contracting organization and TDA. 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.

Save

Created By: on: 4/16/2019 10:59:35 AM

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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**

**Has Group**

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

User Login

Edit

User ID: **bmilner10**



Status: **Active**

**Deactivate User**

Last Login: N/A



Reset Password



# Details Screen

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### 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

### Search

Filter:  Status:  Pending  Active  Inactive

### Users

Add User User Count: 6

Action	Super User	Lock	First Name	Last Name	User ID	Phone Number	Last Login	Status
<a href="#">Detail</a>			Joe	Baker	jbaker13	(512) 555-9999	04/16/2019	Active
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<a href="#">Detail</a>			John	Smith	jsmith17	(512) 456-7890		Active
<a href="#">Detail</a>			Betty	Tester	btester10	(512) 555-0001	05/09/2019	Active

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### User

[Edit](#)

**Mary Beans** mbeans@txtestisd.org  
Billing Manager (512) 555-3030  
Is the user an administrator for the MENU module? No

### Security Groups

[Edit](#)

Program	Security Group	Has Group
CACFP	3 CACFP Center CE Admin	X
	4 CACFP Center CE Support	X

### User Login

[Edit](#)

User ID: mbeans10 Status: **Active** [Deactivate User](#)  
Last Login: 04/16/2019 01:16:01 PM

[Reset Password](#)

### Notes

[Add Note](#)

Count: 2

Action	Note ID	Created	Note
<a href="#">View</a>   <a href="#">Modify</a>	4	05/10/2019	Updated her security groups
		Betty Tester	
<a href="#">View</a>   <a href="#">Modify</a>	3	05/10/2019	Add Mary's account
		Betty Tester	

Notes keep track of what actions have been done to the user account.

User [Edit](#)

Mary Beans  
Billing Manager  
mbeans@txtestisd.org  
(512) 555-3030

Name: First Name \*  MI  Last Name \*

Title: \*

Email Address: \*

Phone: \*  Ext:

Is the user an administrator for the MENU module?  Yes  No

[Save](#)

Created By: btester10 on: 4/10/2019 10:38:27 PM Modified By: btester10 on: 4/16/2019 11:02:04 AM

Notes

ESC: 2 TDA Region: 2

### Security Groups

Program	Security Group	Has Group
	MENU CE Support Staff	<input type="checkbox"/>
CACFP	CACFP Center CE Admin	<input checked="" type="checkbox"/>
	CACFP Center CE Support	<input checked="" type="checkbox"/>
	CACFP Read Only	<input type="checkbox"/>
FDP	FDP CE Admin	<input type="checkbox"/>
SFSP	SFSP CE Admin	<input type="checkbox"/>
	SFSP CE Read Only	<input type="checkbox"/>
	SFSP CE Support	<input type="checkbox"/>
SNP	FSMC Rep	<input type="checkbox"/>
	MENU CE Support Admin	<input type="checkbox"/>
	SNP CE Admin	<input type="checkbox"/>
	SNP CE Support	<input type="checkbox"/>

[Save](#)

Action Note ID Created Note

No Notes

**User Login** Edit

User ID: mbeans10

Status: **Active** Deactivate User

Last Login: 04/16/2019 01:16:01 PM

Reset Password Unlock User

**User Login** Edit

User ID: mbeans10


Status: **Inactive** Activate User

Last Login: 04/16/2019 01:16:01 PM

**Search**

Filter:  Status:  Pending  Active  Inactive Search

**Users** User Count: 5

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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			Betty	Tester	btester10	(512) 555-0001	04/23/2019	Active



**User Login** [Edit](#)

User ID: jbaker13 Status: **Active** [Deactivate User](#)

Last Login: 04/16/2019 01:50:12 PM

[Reset Password](#)

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<a href="#">Detail</a>			Ray	Preston	rpreston10	(512) 555-0003		Active
<a href="#">Detail</a>			Sam	Smiles	ssmiles10	(512) 555-1010		Active
<a href="#">Detail</a>			Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active

**User Login** [Edit](#)

User ID: jbaker13 Status: **Active** [Deactivate User](#)

Last Login: 04/16/2019 01:50:12 PM

[Reset Password](#) [Unlock User](#)


### Search

Filter:  Status:  Pending  Active  Inactive

### Users

Add User

User Count: 5

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Detail			Mary	Beans	mbeans10	(512) 555-3030	04/16/2019	Inactive
Detail			Bob	Milner	bmilner10	(512) 555-9978		Inactive
Detail			Ray	Preston	rpreston10	(512) 555-0003		Active
Detail			Sam	Smiles	ssmiles10	(512) 555-1010		Active
Detail			Betty	Tester	btester10	(512) 555-0001	04/23/2019	Active

### User Login

Edit

User ID: bmilner10

Status: **Inactive**

Last Login: N/A

### User Login

Edit

User ID: bmilner10

Status: **Active**

Last Login: N/A





# Who is the User Access Manager?



# 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.**



<b>SECTION B</b>	<b>1 DELEGATION OF SECURITY AUTHORITY</b>	
	<p><sup>a</sup> 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.</p>	
	<p><b>Is the User Access Manager being delegated to another user?</b>                      <input type="checkbox"/> <b>YES</b>                      <input type="checkbox"/> <b>NO</b>                      </p> <p>If yes, provide the name of the delegated user (item b.) and user must acknowledge the responsibility by signing the certification below (item c.)</p>	
	<p><b>b. Printed Full Name of Delegated User</b></p> <p><input type="text"/></p>	
<p><b>c. Signature of Delegated User</b></p> <p>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):</p> <ul style="list-style-type: none"><li>• I understand the different security group roles/responsibilities outlined in the User Access Manager Handbook Guide;</li><li>• 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;</li><li>• 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;</li><li>• 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.</li></ul>		
<b>&gt;</b>		
<p><b>Date (mm/dd/yy)</b></p> <p><input type="text"/></p>		



**What is  
not included?**

# Not Included



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





# Implementation Plan

# 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.

A group of people, including children and a woman, are seated around a table eating a meal. The scene is overlaid with a semi-transparent green filter. On the right side, there are large, overlapping yellow and green geometric shapes, including a large downward-pointing triangle and a diagonal stripe. The word "Questions?" is written in large, bold, white letters across the center of the image.

**Questions?**



## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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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](mailto:program.intake@usda.gov).

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