BUSINESS OF NUMBERS & NUTRITION

The

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

Item	Description
Change Password	Change Password for Logged-In User
CE System Logins	**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	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

Filter: [   ]   Status: ☑ Pending ☑ Active ☐ Inactive   [Search]

Users

Add User   User Count: 5

Action	UAM	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	🔑		Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active

06571   Status: Active
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Security Groups

SNP	CACFP	SFSP	FDP	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

Filter: Mary   Status: ☑ Pending ☑ Active ☐ Inactive   Search

Users

Add User   User Count: 5

Action	UAM	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	🔑		Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active

Add a User

User   X

Name:
First Name * : Bob   MI   Last Name * : Milner

Title: * : Claims Processor

Email Address: * : milner@txtestisd.com

Phone: * : (512) 555-9978   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	☐
CACFP	CACFP Center CE Admin	☑
	CACFP Center CE Support	☑
	CACFP Read Only	☑
SNP	FSMC Rep	☐
	MENU CE Support Admin	☐
	SNP CE Admin	☐
	SNP CE Support	☐
FDP	FDP CE Admin	☐

Save

> Groups that are available for the UAM to assign.

06571   Status: Active
TX TEST ISD
DBA:
No address on file for this year
County District Code: 001
ESC: 2   TDA Region: 2

User	Edit

Bob Milner   milner@txtestisd.com
Claims Processor   (512) 555-9978
Is the user an administrator for the MENU module? No

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.

Login   X

User ID: [bmilner10]   [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

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

06571   Status: Active
TX TEST ISD
DBA:
No address on file for this year
County District Code: 001
ESC: 2   TDA Region: 2

User   Edit

Bob Milner   milner@txtestisd.com
Claims Processor   (512) 555-9978
Is the user an administrator for the MENU module? No

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

06571   Status: Active
TX TEST ISD
DBA:
No address on file for this year
County District Code: 001
ESC: 2   TDA Region: 2

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
View | Modify	4 05/10/2019 Betty Tester	Updated her security groups
View | Modify	3 05/10/2019 Betty Tester	Add Mary's account

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

User   Edit

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

User   x

Name: First Name *   MI   Last Name *
             Mary   Beans
Title: *   Billing Manager
Email Address: *   mbeans@txtestisd.org
Phone: *   (512) 555-3030   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   x

Program	Security Group	Has Group
	MENU CE Support Staff	☐
CACFP	CACFP Center CE Admin	☑
	CACFP Center CE Support	☑
	CACFP Read Only	☐
FDP	FDP CE Admin	☐
SFSP	SFSP CE Admin	☐
	SFSP CE Read Only	☐
	SFSP CE Support	☐
SNP	FSMC Rep	☐
	MENU CE Support Admin	☐
	SNP CE Admin	☐
	SNP CE Support	☐

                Save

Action   Note ID Created   Note
No Notes

User Login

Edit

User ID: jbaker13

Status: **Active** Deactivate User

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

Reset Password

06571   Status: Active
TX TEST ISD
DBA:
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ESC: 2   TDA Region: 2

Security Groups

SNP	CACFP	SFSP	FDP	No Program
MENU CE Support Admin	CACFP Center CE Admin		FDP CE Admin	MENU CE Support Staff
SNP CE Admin	CACFP Center CE Support			
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Filter: [_____]   Status: ☑ Pending ☑ Active ☐ Inactive   Search

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Add User   User Count: 5

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Detail			Sam	Smiles	ssmiles10	(512) 555-1010		Active
Detail	🔑		Betty	Tester	btester10	(512) 555-0001	04/16/2019	Active

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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 [Search]

Users

Add User   User Count: 5

Action	UAM	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	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** [Activate User]
                                                Last Login: N/A

User Login   [Edit]

User ID: bmilner10   Status: **Active** [Deactivate User]
                                                Last Login: N/A

                        [Reset Password]

BUSINESS OF NUMBERS & NUTRITION
CHILD NUTRITION DIRECTORS AND BUSINESS OFFICIALS

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

o **Must be an employee of the CE (not a temporary or contractor)**

o **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.**

SECTION B

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)

What is not included?

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.

Questions?

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER