



User Access Manager

User Access Manager (UAM) Benefits

In an effort to streamline the processing of TX-UNPS security access for each Contracting Entity (CE) user, TDA is implementing a User Access Manager (UAM) within each CE. The UAM will be responsible for **adding/removing CE users** from TX-UNPS, ensuring users with access have the **correct security permissions**, and assist users with **password resets and locked accounts**.

Establishing a UAM within your CE means a quicker turnaround time for adding new users or modifying existing user access within TX-UNPS. This greatly reduces the downtime for staff to wait for the appropriate access in order to complete tasks. Having a UAM will reduce the risk for inappropriate user access as the UAM should know when staff are no longer working for the CE or have changed job duties. It may also assist with managing separation of duties between staff as well as identifying a user to serve as a backup to critical TX-UNPS roles.

Certain Food Distribution Program users (Processors, Co-Op Coordinators, and Warehouse) will not be managed by the UAM and there will not be any changes to the MENU role assignment process.

Handbook Guide

The TX-UNPS User Access Manager Handbook Guide will walk the UAM through each task from start to finish with a step by step outline and a training video for each process accessible through www.SquareMeals.org.

CE System Logins

The CE System Logins screen is the UAM "Main Menu". It can be accessed through any program in TX-UNPS (SNP, CACFP, SFSP, and FDP) and will display users for all programs in one screen.

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

Search

Filter: Status: Pending Active Inactive

Users								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



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Food and Nutrition Division
Texas Unified Nutrition Programs System

User Access Manager



Quick Guide on UAM Functions

Add a User

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

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

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: om 4/16/2019 10:59:35 AM

Details

06571 Status: Active
TX TEST ISD
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User **Edit**

Ray Preston rpreston@txtestisd.org
 Manager (512) 555-0003
 Is the user an administrator for the MENU module? No

Security Groups **Edit**

Program	Security Group	Has Group
SFSP	SFSP CE Admin	X
	SFSP CE Read Only	X
	SFSP CE Support	X

User Login **Edit**

User ID: rpreston10 Status: **Active** **Deactivate User**
Last Login: N/A

Reset Password

Notes **↑**

Add Note Count: 2

Action	Note ID	Created	Note
View Modify	2	04/16/2019 Betty Tester	Updated his security groups.
View Modify	1	04/16/2019 Betty Tester	Add Ray's Account.

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Who is the UAM?

The User Access Manager would be the Highest Official within the CE. Only one UAM will be established at a time within each CE. The Highest Official does have the option to delegate the security responsibility to another user within the CE. The delegated user must be an employee of the CE (not a temporary employee or contractor). A new form must be completed to indicate whether the UAM will be delegating the responsibility.

If the UAM is no longer with the CE, security access must be removed and a new UAM can be appointed. Access for the CE users will continue the same without any disruption; however, updates to security rights or adding new users will not be completed until a new UAM is assigned.

Implementation Plan

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

July 2019

Entities that use the School Nutrition Program only

September 2019

Entities that use the School Nutrition Program and another program

November 2019

Entities that use Child & Adult Care Food Program

January 2020

Entities that use the Summer Food Service Program



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