

# 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 <u>adding/removing CE users</u> from TX-UNPS, ensuring users with access have the <u>correct security permissions</u>, and assist users with <u>password resets and locked accounts</u>.

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.

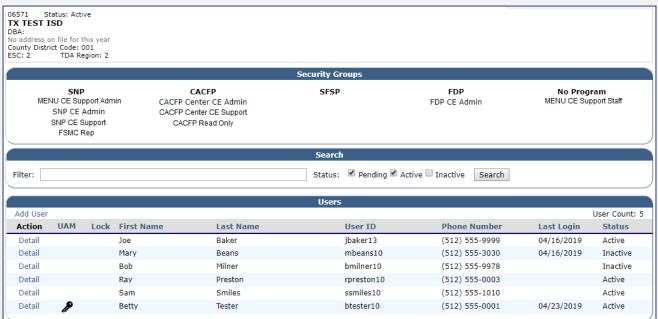
Certain Food Distribution Program users (Processors, Co-Op Coordinators, and Warehouse) will not be managed by the UAM and there will not be any changes to the MENU role assignment process.

## **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 accessible through any program in TX-UNPS (SNP, CACFP, SFSP, and FDP) and will display users for all programs in one screen.









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## **Ouick Guide on UAM Functions**

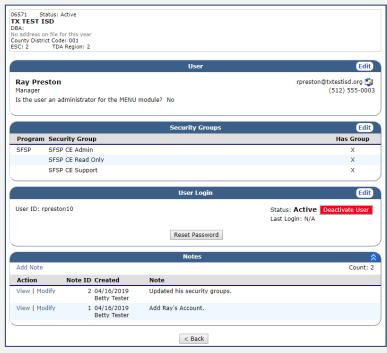
#### Add a User





Login	x
User ID:	Generate
security groups assigned to the User records and information resources w	Ill information for the User designated above is true and correct. I acknowledge that the se needed and applicable to the responsibilities of the User. I understand that the use of this system is only for purposes that are allowed by our contracting organization and is considered confidential under TDA policy and understand that User IDs and and will not be shared.
Created By: on: 4/16/2019 10:59:35 AM	

#### **Details**



## 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

#### November 2019

Entities that use Child & Adult Care Food Program

### January 2020

Entities that use the Summer Food Service Program

