Active Directory Account Management

System

Child Nutrition Group Manager Guide

Managing Child Nutrition Membership for Existing State Active Directory Accounts via the Active Directory Account Management System (ADAM)

Child Nutrition District Approver

*If the user is the "Child Nutrition District Approver" it is not possible to have membership to additional Child Nutrition groups

Direct Certification User

*If the user is a "Direct Certification User" it is possible to have membership to additional Child Nutrition groups

- To modify the 'Child Nutrition District Approver' or 'Direct Certification User'
 - Any 'Active Directory Account Manager' listed on the entity "District Access Information" page should follow the steps in the "Active Directory Account Manager" Guide
 - https://adedata.arkansas.gov/security

Managing Membership

- Visit https://adam.ade.arkansas.gov Enter 'User ID' and 'Password'
- On the landing page, select the "Child Nutrition" icon



- The account memberships on the left, Approver & Direct Certification, are for viewing only.
- The account memberships on the right are maintained by the Child Nutrition Group Manager.

ild Nutrition					
Approver		Areas			
ID	Name	+ Add User			
9999acheek	Airl Cheek	Area	ID	Name	
Direct Certificat	ion	Child Nutrition Claims Entry	9999bjett	Blayne Jett	
ID	Name	Child Nutrition Submitter	9999caustin	Christa Austin	
9999vlove	Viola Love				
9999bjett	Blayne Jett				

o Add User

*Note: these steps also work to change a user from one assigned area to another

• Select the "Add User" Icon

Areas	
+ Add User	
Area	
	Areas + Add User

• Select the desired Area

•

Add User to Child N	utirtion Area			,
Area				
Select Area				~
Select Area Child Nutrition Claims E	ntry			
Child Nutrition Submitte Child Nutrition View	er			
Name	y User Id	T	Email	T

- Search for the user by typing any part of the name, ID, or email
 - Select the button in front of the user

Ch	Id Nutrition Claims Entry					`
d	enn					Q,
	Name	Ŧ	User Id	Ŧ	Email	Ŧ
O	Franchelle Dennis		9999fdennis		franchelle.dennis@myschool	
۰.,	Roshawnda Dennies		9999rdennies		roshawnda.dennies@myscho)

o Remove User

• Select the red trash can icon next to the desired user to be removed

	Name	
dennies	Roshawnda Dennies	1
jett	Blayne Jett	1
ustin	Christa Austin	Î