

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*

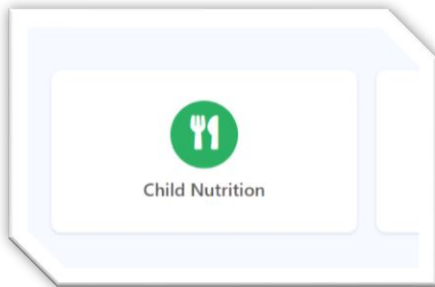
Direct Certification User

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

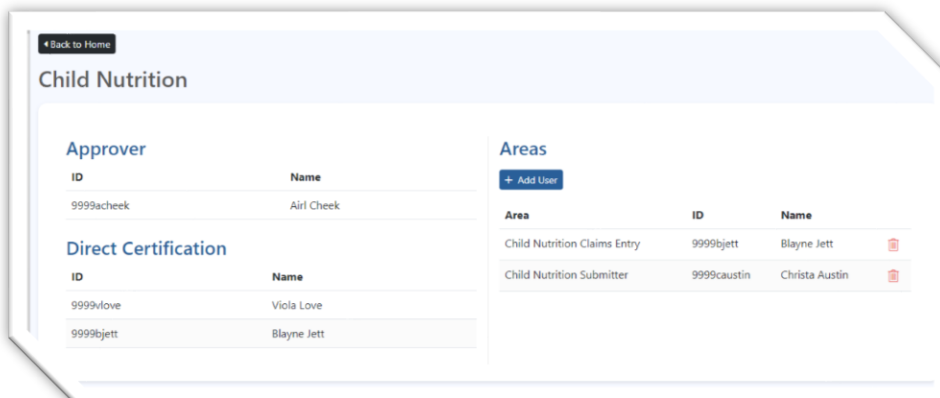
- To modify the ‘Child Nutrition District Approver’ or ‘Direct Certification User’
 - Any ‘Active Directory Account Manager’ listed on the entity “District Access Information” page should follow the steps in the “Active Directory Account Manager” Guide
 - <https://adedata.arkansas.gov/security>

Managing Membership

- Visit <https://adam.ade.arkansas.gov>
 - Enter ‘User ID’ and ‘Password’
 - Open email to find PIN
 - Enter PIN
- On the landing page, select the “Child Nutrition” icon



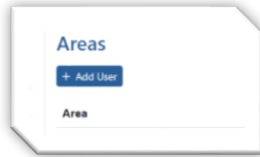
- The account memberships on the left, Approver & Direct Certification, are for viewing only.
- The account memberships on the right are maintained by the Child Nutrition Group Manager.



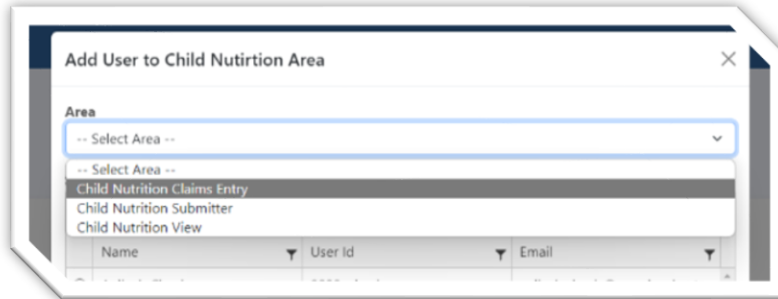
- Add User

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

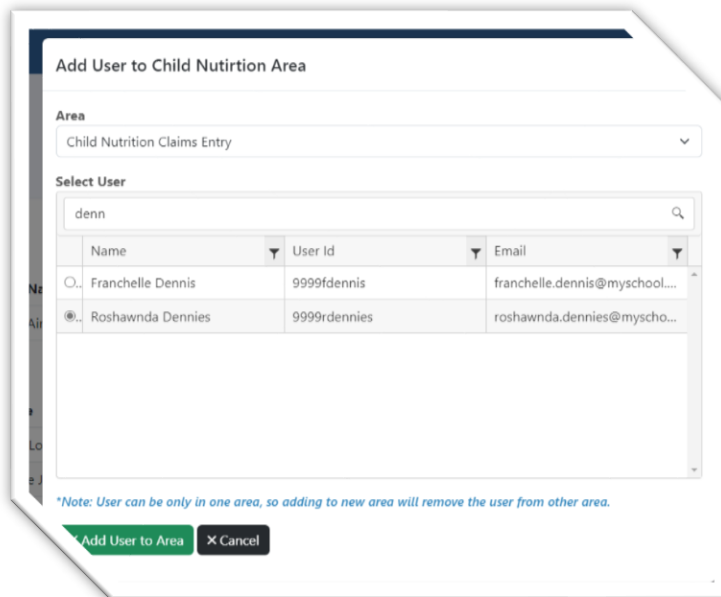
- Select the “Add User” Icon



- Select the desired Area



- Search for the user by typing any part of the name, ID, or email
 - Select the button in front of the user
 - Select “Add User to Area



- Remove User

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

