

# DAI Assignment Change Steps

## Child Nutrition District Approver

*The Child Nutrition Approver is not listed on the DAI page, but your local "Child Nutrition Group Manager" has the ability to see CN assignments on the ANMS page.*

Please follow the steps below to make assignment changes:  
(See sample email at the end of this document.)

- Visit the "District Access Information" page at the link below
  - <https://eis.ade.arkansas.gov/dai/>
- navigate to your entity and examine current assignments
  - send an email to "**bobby.downum(at)arkansas.gov**" & your entity **superintendent**
  - request assignment changes

Upon completion, you will receive a confirmation email.

Sample Email:

Superintendent email

To: **bobby.downum@arkansas.gov; acoeur@bluebergschools.net**  
Subject: **Assignment Changes**

Hello

Please add "2345nbaccus" as "Child Nutrition District Approver".

Thanks