

# Child Nutrition Group Manager Guide

*Managing Child Nutrition Membership for Existing State Active Directory Accounts*

## Managing Membership

- Visit <https://sso.arkansas.gov> - Enter 'Username' and 'Password'.
- In the left pane, click "Users" to expand the management section
  - Click "Manage Users"
  - Click "Modify User's Child Nutrition Groups"
  - Search for user

*\*Please use the form on this page to have the state modify "Child Nutrition Approver". If a user is the "Child Nutrition Approver" you can add them to no additional groups.*

Users may only be added to one group. If a user is added to more than one group, the highest level group will remain while the other lower level groups are removed.

Hierarchy:

- Child Nutrition Approver (added by state and will not appear on this screen)
- Child Nutrition Submitter
- Child Nutrition Claims Entry
- Child Nutrition View

For example, if a user is added to both the "Submitter" and the "Claims Entry" group, the "Claims Entry" group will be removed, since "Submitter" is a higher level, and will remain.

The screenshot displays a form for managing user membership. On the left, a sidebar lists 'Child Nutrition Application Groups'. The main area shows user details: User ID (1234bdunston), Full Name (Betty Dunston), and School District Name (Rockport). Below this are two columns: 'Available Values' and 'Current Values'. The 'Available Values' column contains 'Child Nutrition View' and 'Child Nutrition Submitter'. The 'Current Values' column contains 'Child Nutrition Claims Entry'. Blue arrows between the columns indicate the ability to move groups. At the bottom right, there are 'Submit' and 'Cancel' buttons.

- Use the *arrows* located between the value boxes to move groups to the desired box. When the 'Available Values' box and the 'Current Values' box both look as desired, click 'Submit'.

## Monitoring Membership

- Visit the “Account Notification Management System” page at <https://eis.ade.arkansas.gov/anms/> - Enter ‘Username’ and ‘Password’.
  - *May also be found by visiting the ADE Data Center at <http://adedata.arkansas.gov> in the “Educators” and the “Security Resources” page.*
- Under the “Child Nutrition” tab you will see accounts that have been granted Child Nutrition access. When group membership for an account has been modified in SSO, it will take a few minutes for the ANMS page to reflect the modification.
  - *Look for “**This is Not Live Data. Last Updated on . . .**” and the date and time of the last web update will be listed. The page will typically refresh every 10 minutes or so.*