

Child Nutrition Group Manager Guide

Managing Child Nutrition Membership for Existing State Active Directory Accounts

Managing Membership

Child Nutrition District Approver

**If the user is the “Child Nutrition District Approver” you can add them to no additional groups*

- Follow the “Child Nutrition District Approver” instructions found in the “Update Instructions for District Access Information” section of the “Security Resources” page
<https://adedata.arkansas.gov/security>

Child Nutrition Groups

Note: If you have other management capabilities, you may see other fields in the “Modify Account” section. These fields are referenced in other guides.

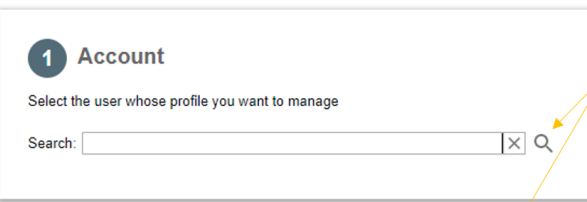
- Visit <https://k12.ade.arkansas.gov> - Enter ‘User ID’ and ‘Password’
- Select the “Modify Account” tab, and then search for the desired account in section 1

1 Account

Select the user whose profile you want to manage

Search:

You may search by typing the beginning of the ID “5804j”
or the First Name “joh”
or the Last Name “jaco”
and the system will complete the rest



For a more advanced search, click the magnifying glass



- Select the desired “Child Nutrition” group (or “Select” for no group membership)

2 Modify Account

Child Nutrition:

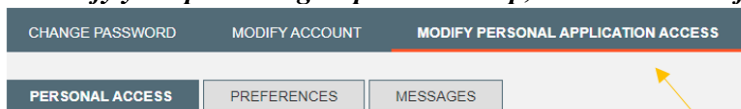
DISCARD CHANGES

- Click “Submit”

3 Click the submit button.

SUBMIT

**Note – to modify your personal group membership, select the “Modify Personal Application Access” tab*



Account Information

User Information

Monitoring Groups Memberships

Monitor Child Nutrition group memberships on the “Account Notification Management System” page, found in the “Information” section of the “Security Resources” page

<https://adedata.arkansas.gov/security>