


Child Nutrition Group Manager Guide

Managing Child Nutrition Membership for Existing Active Directory Accounts.

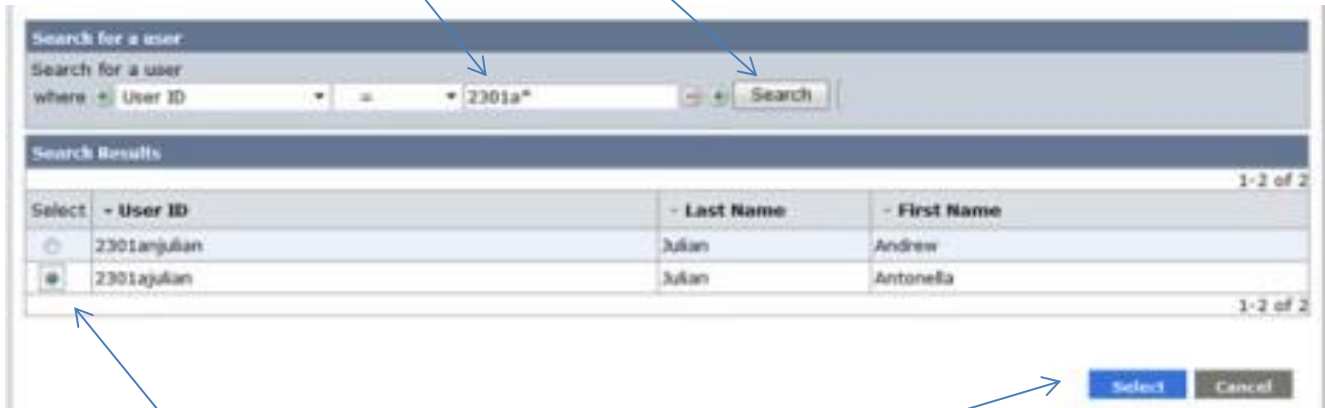
- Visit www.apscn.org, select menu item “Security” then “Security Resources”.
If desired, access link directly at <https://adedata.arkansas.gov/security/>.
- On the “Security Resources” page, select “ADE Single Sign On (Sign In)” - enter ‘Username’ and ‘Password’.



- In the left pane, click “Users” to expand the management section, then click “Manage Users” and then “Modify User’s Child Nutrition Groups”



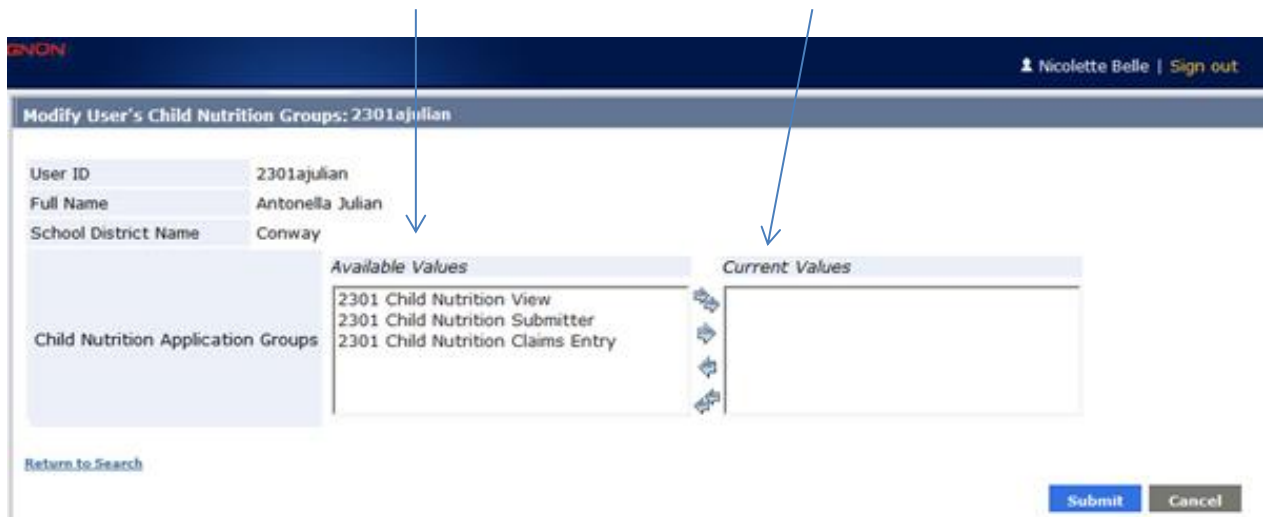
- In the search box, you can enter the wildcard “*” (without the quotation marks) to get a list of all district users. In this example, we want to modify Child Nutrition group memberships for Antonella Julian so we enter part of the user ID, “2301a*”, and click “Search” to retrieve all accounts that begin with that string.



- Click the radio button beside the desired user, and click “Select”.

Notice - Please see the Child Nutrition website for an explanation of group assignments.

Displayed will be the groups *available* for membership and the *current* memberships of the user.



- Use the legend below to modify group memberships for the user.

- Add all items in the 'Available Values' box
- Add selected items in the 'Available Values' box
- Remove all items in the 'Current Values' box
- Remove selected items in the 'Current Values' box

- When the 'Available Values' box and the 'Current Values' box both look as desired, click ‘Submit’.