

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

NOTICE – Please see the Child Nutrition website for an explanation of group assignments.

- *Groups listed will vary per user/entity.* Displayed on the user screen will be groups "Available" for membership and "Current" memberships of the user.

User ID	1234bdunston	
Full Name	Betty Dunston	
School District Name	Rockport	
Child Nutrition Application Groups	Available Values	Current Values
	1234 Sample Group A 1234 Sample Group C 1234 Sample Group D 1234 Sample Group E	1234 Sample Group B

- 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.
 - *It is important to note that users may only have membership to one security group. If the account has more than one group membership, the group description will be listed as “0-Too Many Groups” and correction will need to be made to the account memberships.*
- 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.*