

Child Nutrition Group Manager Guide

Managing Child Nutrition Membership for Existing State Active Directory Accounts

- 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

Submit **Cancel**

- 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'.