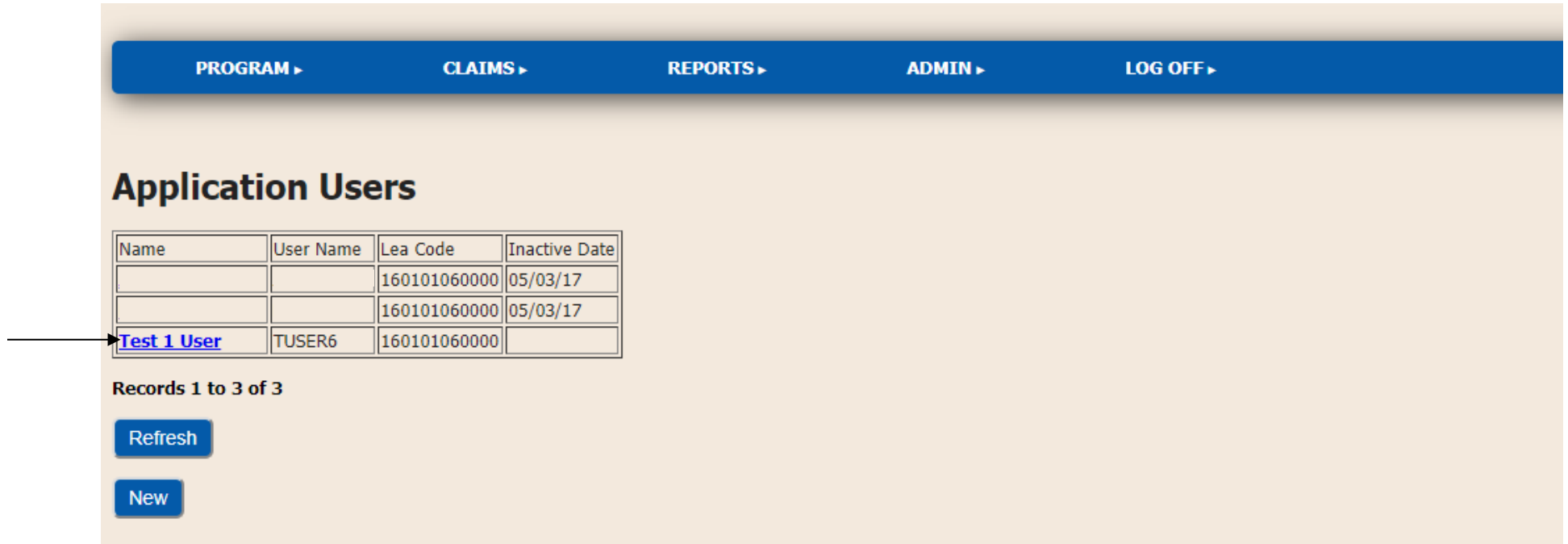# Child Nutrition Management System:
Instructions for Inactivating a User/Viewer/Management Company Role

Administrators of the Child Nutrition Management System (CNMS) must not share their username and password. An administrator may add user, viewer and/or management company roles in CNMS. The CNMS administrator is ultimately responsible for all CNMS activities. If CNMS responsibilities have been delegated to another staff member, the administrator must create a user role for that individual. The viewer and management company roles are available to allow staff members to view information in CNMS. These roles do not allow them to edit information in the CNMS. If the CNMS Administrator creates a user/viewer/management company role and that staff member leaves the School Food Authority/Sponsor, it is the Administrators responsibility to inactivate the role from CNMS. The following instructions have been provided to indicate how to remove a role in the CNMS.

1. The administrator must log into the CNMS with their username and password at http://www.cn.nysed.gov/
2. Select "Admin" on the blue menu bar, then click "users".
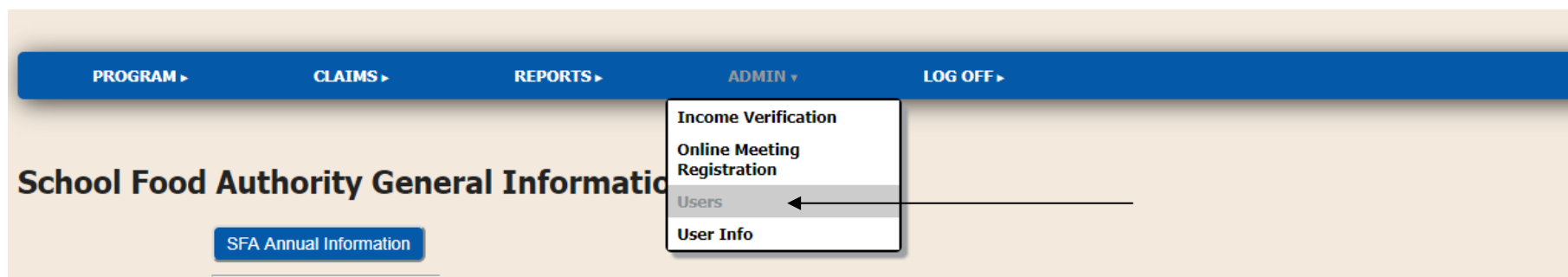
3. The users will appear under "Application Users" as shown below. Click the user's name that you are inactivating.

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Application Users

Name	User Name	Lea Code	Inactive Date
		160101060000	05/03/17
		160101060000	05/03/17
Test 1 User	TUSER6	160101060000	

Records 1 to 3 of 3

[Refresh]

[New]

4. The following Application Users screen will appear. Click the "Inactivate" checkbox, then click "Update". CNMS Administrators may also "Lock/Unlock" accounts if necessary.

Application Users

User Name	TUSER6
First Name	Test
MI*	1
Last Name	User
Role	Management Company ▼
Phone	
Email Address	Test@ny.gov
Question	Favorite Breakfast Food ▼
Password Response	blueberries
Lea Code	160101060000
Description*	
Lock/Unlock	☐
Inactivate	☐

Update   Revert   New

Reset Password

Note: Click" inactive" if you would like to permanently remove access of a user/viewer/management company role. To temporarily block access for a CNMS role, click "lock/unlock"

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