

NSLP Administrative Review Compliance Module Access

The CNP System has its own security module that requires the CNP System Administrator (**Authorized Representative**) to grant security rights for users. CNP System Administrators can assign rights for users to access the Administrative Review “Compliance” module in the CNP System, if not already granted.

- **Note:** Best practice is to have only ONE individual identified as the System Administrator as this individual is responsible for the overall management of the National School Lunch Program.
- **Note:** Best practice is for each individual accessing the CNP System to have their own User ID. This helps identify which user has modified the data inside the CNP system. Sharing of User IDs and Passwords is strongly discouraged.

1. Click on the “**Security**” hyperlink in the blue navigation bar and then click the “**User Manager**” hyperlink.



Note: Follow the instructions to modify a current user in the [CNP Security Administrator User Manual](#) beginning on page 11. The CNP Security Administrator User Manual can also be found on the Nutrition Services webpage (<https://www.education.ne.gov/ns/>).

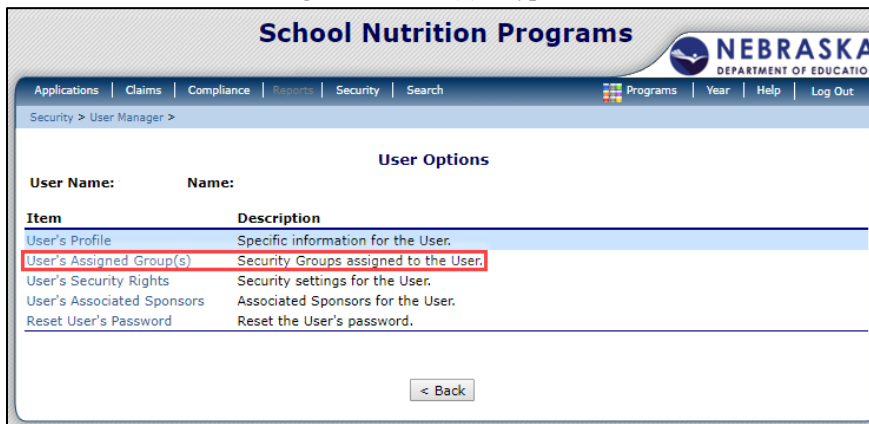
2. On the User Manager screen, click the “**All**” hyperlink to display a list of all the current users.
Note: To add a new user, please following the instructions in the CNP Security Administrator User Manual.



3. Then click the name of the user that needs access to the Administrative Review Compliance module.



4. From the 'User Options' screen:
 - a. Click on the "User's Assigned Group(s)" hyperlink.



- b. In the Available Group list, select "SNP AR", click 'Add' (and 'OK' if prompted), 'Save', and then click 'Finish' when prompted.

