

## Creating CN Manager Group and Role

This document details the method to [create](#) the Child Nutrition (CN) Manager Group and Role for the user who needs access to the needed reports to accurately report ADA for a school day. The LEA/school needs to determine which unused Security Group within Groups 151-500 their LEA will utilize for CN Manager.

If your LEA has a Security Group already setup and assigned to the Cafeteria Managers and the name of the Security Group is different, the role of CN Manager must be added to the security of that staff member. An LEA level user must setup the CN Manager Role (see [Adding a Role- LEA](#)) and a school level user must add the role to the security portion of the staff (see [Assigning a Role to a Staff Member – School](#)).

## Editing (Adding) a Security Group – LEA

**Navigation:** Start page > System > Security > Groups

The screenshot shows the 'System Administrator' interface. On the left, the 'Setup' menu is open, with 'System' selected. A red arrow points from 'System' to the 'Security' link in the main navigation pane. Another red arrow points from 'Security' to the 'Groups' link. A third red arrow points from 'Groups' to a detailed view of the 'Groups' screen. This screen includes a table with the following data:

Group Number	Group Name	Access Level	Report Queue Priority
1	Unassigned	View & Modify	
2	Office Staff	View Only	
	Council	View & Modify	
		View & Modify	

1. From the Security **Groups** screen, select and open the unused **Group** that will be assigned to **CN Manager** for your LEA.

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**Edit Group** Copy Security Permissions

Option	Value
Group Number	199
Group Name	CN Manager
Access Level	No Access
Page Level Permissions	Overridden Page Permissions
Can Modify Schedules	No, not at all
PowerScheduler Access	<input type="checkbox"/>
Language Translator/Customizer	<input type="checkbox"/>
Report Queue Priority	50
Accessible Log Types	<input type="checkbox"/> Discipline <input type="checkbox"/> Health <input type="checkbox"/> Counselor <input type="checkbox"/> Attendance <input type="checkbox"/> Parent Contact <input type="checkbox"/> Grade Change <input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>
Accessible Incident Types	<input type="checkbox"/> Discipline
Health and Immunization	Certification: No Access Immunization: No Access Office Visit: No Access Screening: No Access
Accessible Student Screens	<input checked="" type="checkbox"/> Access Accounts <input checked="" type="checkbox"/> Activities <input checked="" type="checkbox"/> Addresses <input checked="" type="checkbox"/> All Enrollments <input checked="" type="checkbox"/> Attachments <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Bell Schedule View <input checked="" type="checkbox"/> CTE Concentrator Survey <input checked="" type="checkbox"/> Cumulative Info <input checked="" type="checkbox"/> Custom Screens <input checked="" type="checkbox"/> Demographics <input checked="" type="checkbox"/> District Specific <input checked="" type="checkbox"/> Emergency/Medical <input checked="" type="checkbox"/> Enter Attendance <input checked="" type="checkbox"/> Family <input checked="" type="checkbox"/> Fee Transactions <input checked="" type="checkbox"/> Functions <input checked="" type="checkbox"/> Graduation Progress <input checked="" type="checkbox"/> Health <input checked="" type="checkbox"/> Historical Grades <input checked="" type="checkbox"/> Honor Roll <input checked="" type="checkbox"/> Incidents <input checked="" type="checkbox"/> Log Entries <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Lunch Transactions

2. Modify the appropriate fields:
  - a. **Group Name:** Security Group name = **CN Manager**.
  - b. **Access Level :** = **No Access**.
  - c. **Page Level Permissions:** No Action.
  - d. **Can Modify Schedules:** = **No, not at all**.
  - e. **PowerScheduler Access:** = Unchecked.
  - f. **Language Translator:** N/A.
  - g. **Report Queue Priority:** No change.
  - h. **Accessible Log Types:** = Uncheck all.
  - i. **Accessible Incident Types:** = Unchecked.
  - j. **Health and Immunization:** = **No Access**.
  - k. **Accessible Student Screens** = **Check ALL**.

3. Click **Submit**.

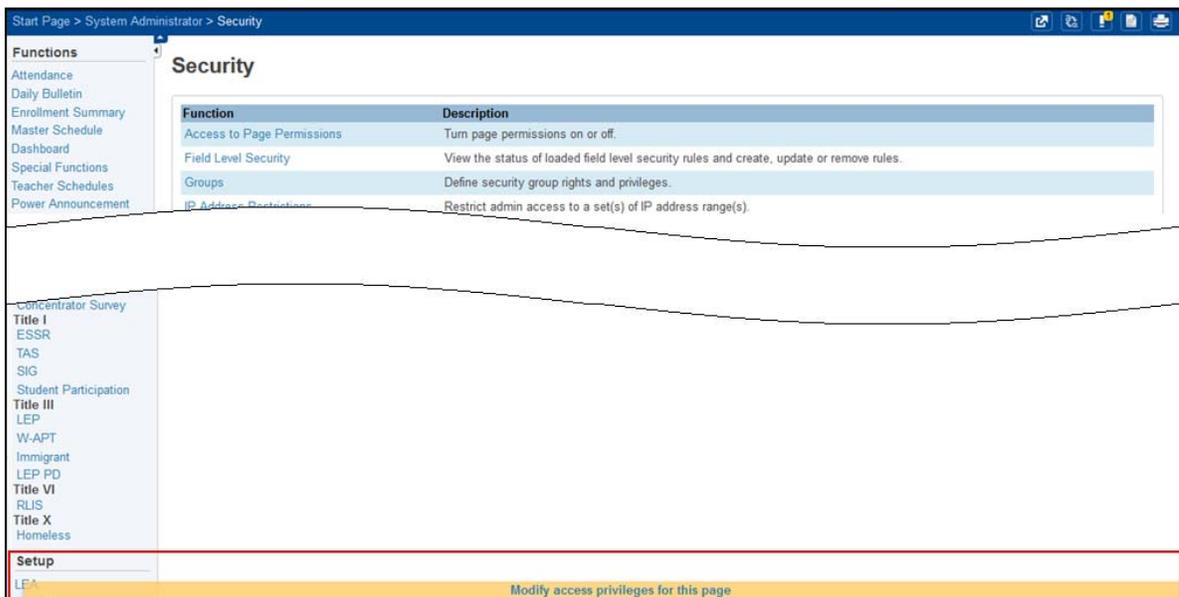
## Assigning Page Permissions

**Navigation:** Start page > System > Security > Access to Page Permissions

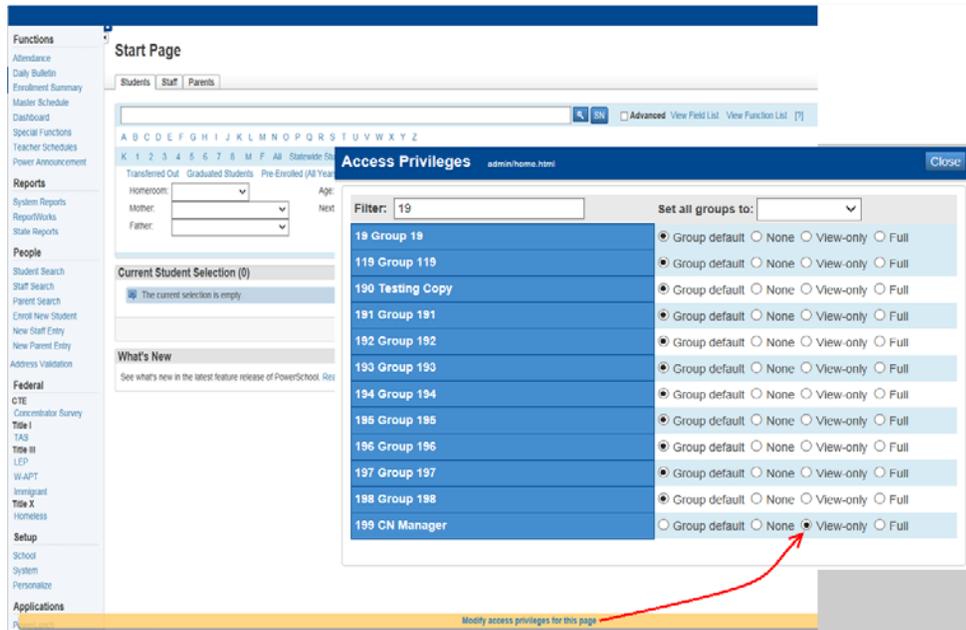


4. Turn modify permissions = On
5. Click Submit

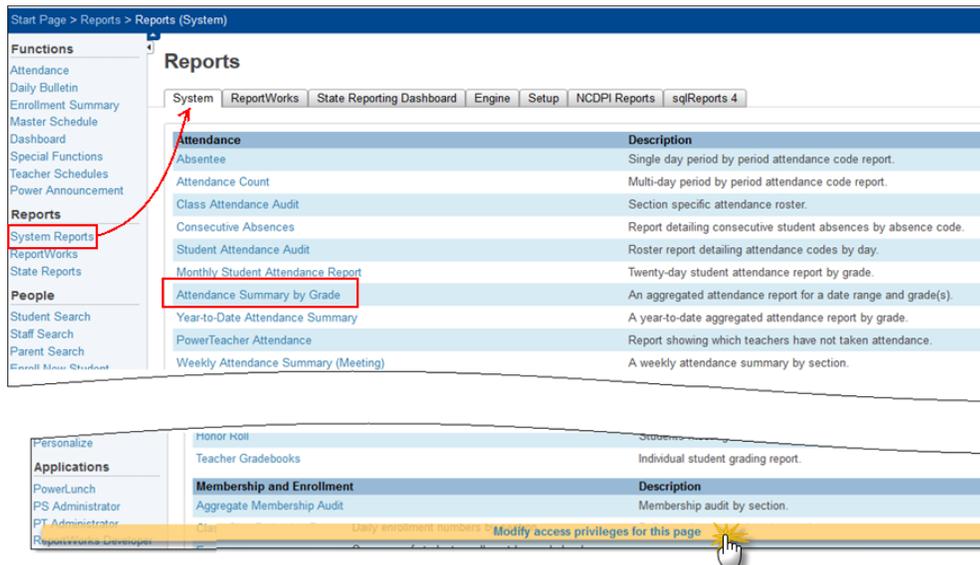
**Note:** Modify access privileges for this page should now appear at the bottom of the screen.



## Creating CN Manager Group and Role

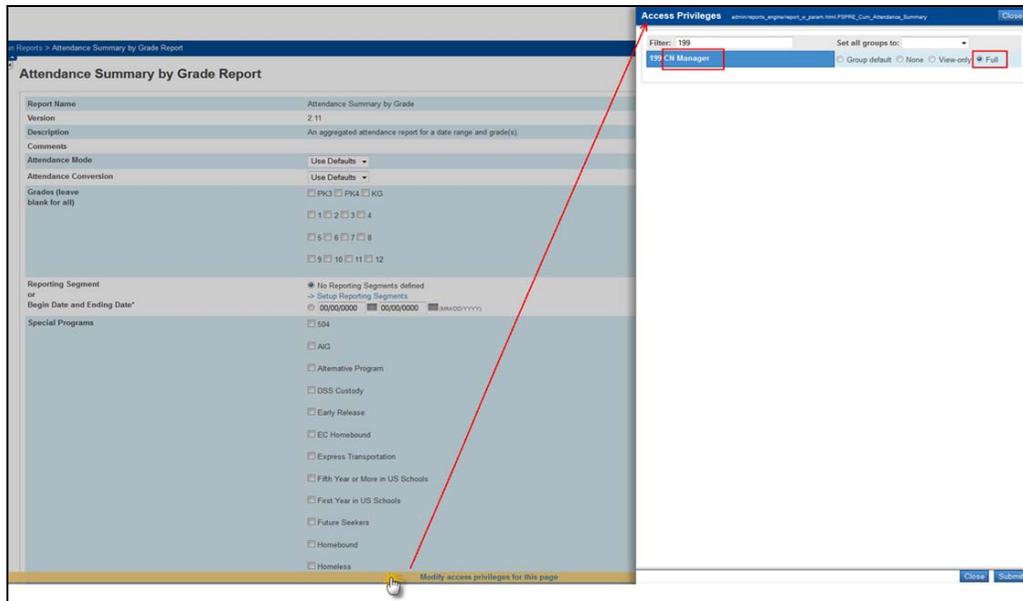


6. Navigate to a school > **Start Page**
7. Click **Modify access privileges for this page**
8. Find and click **CN Manager Group** to open the Group
9. Click **View-Only** > **Submit** > **Close**



10. Click **System Reports**
11. Click **Modify access privileges for this page**
12. Find and click **CN Manager Group** to open the Group
13. Click **View-Only** > **Submit** > **Close**
14. Click **Attendance Summary by Grade Report**
15. Click **Modify access privileges for this page**
16. Find and click **CN Manager Group** to open the Group
17. Click **Full Access** > **Submit** > **Close**

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18. Click **Submit** > **Report Queue** opens
19. Click **Modify access privileges for this page**
20. Find and click **CN Manager Group** to open the Group
21. Click **Full** > **Submit** > **Close**



22. From **System Reports** click **Sql reports 4**
23. Click **Modify access privileges for this page**
24. Find and click **CN Manager Group** to open the Group
25. Click **view Only** > **Submit** > **Close**

**Navigation:** Start page > **System** > **Security** > Access to Page Permissions

26. Turn **modify permissions** = Off
27. Click **Submit**

**Note:** The **Modify access privileges for this page** message will no longer be displayed at the bottom of the screen.

## Adding a Role– LEA

**Navigation:** Start page > **System** > Roles Administration > User Access

The screenshot shows the 'System Administrator' interface. On the left is a navigation menu with 'System' highlighted. The main content area is divided into sections: Data Management, Security, Server, and State. The 'Roles Administration' link in the Security section is highlighted with a red box. A red arrow points from this link to a separate 'Roles Administration' table below.

Module	Description
Schoolnet	View and edit Schoolnet roles.
User Access	View and edit User Access roles.

**User Access Roles**

Name	Description	Enabled	Configure Table	New
District Administrator	District Administrator Configuration	✓		
School Administrator	School Administrator Configuration	✓		
Teacher	Teacher Configuration	✓		
Counselor	Counselor Configuration	✓		

**Edit User Access Role**

Unsaved

Name:  \*

Description:

Enabled:

Security group assigned to the role:

Categories:

Delete Submit

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28. From the User Access screen > click New
  - a. Name = **CN Manager**
  - b. Description = **School Child Nutrition Manager**
  - c. Enabled = Checked
  - d. Security group assigned to the role = **CN Manager** (use the drop down menu to select CN Manager)
  - e. Categories – N/A
29. **Submit**

**User Access Roles**

✓ Role saved

Configure Table New

Name	Description	Enabled
District Administrator	District Administrator Configuration	✓
School Administrator	School Administrator Configuration	✓
Teacher	Teacher Configuration	✓
Counselor	Counselor Configuration	✓
CN Manager	School Child Nutrition Manager	✓

## Assign Security to a Staff Member – School

**Navigation:** Start page > Staff > Select a Staff Member > Security Settings > Admin Access and Roles

Security Settings - Admin Access and Roles - [ ]

Teachers and Affiliations Admin Access and Roles Applications

Sign in to Administrative Portion of PowerSchool

Admin Username [ ] 9621

Admin Password [ ]

Default Group CN Manager (199)

Allow Admin Sign in During These Times:  
 Any time  
 Allow this user's access from [ ] to [ ]  
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?]

School	Roles (Group Name)	Action
Bladenboro Middle (Home School)	Default Group Access (PS Data Manager)	[ ] [ ] [ ]

Add

Submit

1. Select the desired staff member and navigate to **Security Settings** > click the **Admin Access and Roles** tab.
2. In the **Admin** section of the screen, select the appropriate **Group** in the **Default Group** field.
3. Submit.

## Assign a Role to a Staff Member – School

**Navigation:** Start page > Staff > Select a Staff Member > Security Settings > Admin Access and Roles

**Important:** The Role CN Manager must be assigned to a Security Group if the person running the reports is NOT in the CN Manager Group.

**Security Settings - Admin Access and Roles** - [76]

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to Administrative Portion of PowerSchool

Admin Username [76]

Admin Password [.....]

Default Group [Secretary (169)]

Allow Admin Sign in During These Times:  Any time  
 Allow this user's access from [ ] to [ ]  
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?]

**Edit User Access Roles**

Bladenboro Middle (Home School)

Use Group Default (Secretary)

Use these Roles

- District Administrator (No Group Defined)
- School Administrator (No Group Defined)
- Teacher (No Group Defined)
- Counselor (No Group Defined)
- CN Manager (CN Manager)

Cancel OK

School	Roles (Group Name)	Action
Bladenboro Middle (Home School)	Default Group Access (Secretary)	[Pencil] [X]

1. Select the desired staff member and navigate to **Security Settings** > click the Admin Access and Roles tab.
2. In the **Roles and Schools** section of the screen, click the pencil to Edit User Access Roles > check CN Manager > Click Ok
3. On the Security Setting click Submit to keep the change.

**Security Settings - Admin Access and Roles** - [76]

Teachers and Affiliations | Admin Access and Roles | Applications

✓ The changes have been recorded.

Sign in to Administrative Portion of PowerSchool

Admin Username [76]

Admin Password [.....]

Default Group [Secretary (169)]

Allow Admin Sign in During These Times:  Any time  
 Allow this user's access from [ ] to [ ]  
(Choose times between 05:00 AM and 10:00 PM)

Allowed IPs [?]

Roles and Schools [?]

School	Roles (Group Name)	Action
Bladenboro Middle (Home School)	CN Manager (CN Manager)	[Pencil] [X]