INSTRUCTIONS FOR SECURITY AUTHORITY
FOR USER ACCESS MANAGER FORM (FND-135)

IMPORTANT: Users must log in to TX-UNPS every 90 days or their account will be deactivated. If a user's account is deactivated, a new form must be submitted to TDA.

Information regarding the User Access Manager including the Handbook Guide which contains step-by-step instructions can be found at Squaremeals.com\UAM.

SECTION A
1. **CONTRACTING ENTITY (CE) INFORMATION**
   a. <u>Legal Name of Organization</u> – Enter the full legal name of the contracting entity.
   b. <u>DBA Name</u> – If contracting entity operates under a doing business name (DBA) enter the full name otherwise leave blank.
   c. <u>CE ID</u> – Enter the five-digit Contracting Entity Identification (CE ID) for the organization.

SECTION B
1. **DELEGATION OF SECURITY AUTHORITY:**
   a. <u>Delegating Authority</u> – The Highest Official of the Contracting Entity such as the Superintendent, President Board, etc. is considered to be the User Access Manager (UAM). The Official does have the option to delegate the User Access Manager responsibility to another employee of the entity. Select either *YES* or *NO* to the following question:
      Is the Highest Official delegating User Access Manager responsibility to another employee (user)?
   b. <u>Printed Full Name of Delegated User</u> – If the Highest Official chooses to delegate the UAM responsibility, enter the full legal name of the delegated user in this field.
   c. <u>Signature of Delegated User</u> – If the Highest Official chooses to delegate the UAM responsibility, the delegated user must review the certification and sign/date the form in this field.

SECTION C
1. **ACTION REQUESTED**
   Check the appropriate box to indicate what action is being performed for the user assigned as the User Access Manager.
   a. <u>Add New User</u> – This action is to add a new user account and provide a new User ID. Complete section D, F & G.
   b. <u>Modify Existing User</u> – This action is to modify Security Groups of an existing user account. Complete section D, F & G.
   c. <u>Update User Information</u> – This action is to modify an existing user account as it relates to their User Information only. Complete section D & G.
   d. <u>Removal</u> – This action is to remove an existing user account completely from TX-UNPS. Complete section E & G.

SECTION D
1. **USER INFORMATION**
   Complete this section with information for the user assigned as the User Access Manager (UAM).
   a. <u>First Name</u> – Enter the legal first name of the UAM user that is being added or modified. Nicknames are not authorized.
   b. <u>Middle Initial</u> – Enter the middle initial of the UAM user that is being added or modified.
   c. <u>Last Name</u> – Enter the last name of the UAM user that is being added or modified.
   d. <u>Title</u> – Enter the title of the UAM user that is being added or modified.
   e. <u>TX-UNPS User ID (if modifying an existing user)</u> – Enter the TX-UNPS User ID for the UAM user that is being modified.
   f. <u>Business E-mail (Login information will be emailed to this address.)</u> – Enter the business email address for the UAM user being added or modified. Email should be that of the user and not a shared email address as login information will be sent.
   g. <u>Business Phone</u> – Enter the business telephone number for the UAM user that is being added or modified.
   h. <u>Extension</u> – If the business phone has an extension for the UAM user that is being added or modified, enter the extension otherwise leave blank.
   i. <u>Update User Information – Type of Change Requested</u> – Check the appropriate box to indicate the type of change that is needed on the UAM user. Options are updating the Name, Title, Business Email, or Business Phone.
      Enter the NEW updated information in the field.

SECTION E
1. **REMOVAL OF AN EXISTING USER (INACTIVATION)**
   a. <u>First Name</u> – Enter the first name of the User Access Manager that is being removed.
   b. <u>Middle Initial</u> – Enter the middle initial of the User Access Manager that is being removed.
   c. <u>Last Name</u> – Enter the last name of the User Access Manager that is being removed.
   d. <u>Title</u> – Enter the title of the User Access Manager that is being removed.
   e. <u>TX-UNPS User ID</u> – Enter the TX-UNPS User ID for the User Access Manager that is being removed.

SECTION F

1. TX-UNPS SECURITY GROUP TYPE (Must be participating in Program):

Check the appropriate box to indicate the security group the User Access Manager needs based on functionality at the Contracting Entity. The User Access Manager can request multiple security groups if currently participating or has requested to participate in the School Nutrition Programs (SNP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), or Food Distribution Program (FDP).

Check the ADD box(es) to add groups or check the REMOVE box(es) to remove groups. Refer to the TX-UNPS User Access Manager Handbook Guide for complete descriptions of each security group.

    a. School Nutrition Programs (SNP) Groups:
- i. School Nutrition Program includes groups related to application, claim, and compliance processing as well as Texas Summer Mandate, Financial Reporting, and Meal Pattern Compliance.
- ii. Texas Eligibility List Management System (ELMS) includes accessibility to the direct certification and direct verification.
- iii. Food Service Management Company (FSMC) Representative includes groups related to those employees designated as the FSMC by the Contracting Entity.
- iv. MENU includes accessibility to groups related to MENU Planning, Production, System and Teamwork modules.

    b. Child and Adult Care Food Program (CACFP) Groups:
- i. CACFP Centers includes groups related to application, claim, and compliance processing for Contracting Entities designated as Centers as well as certain annual audit reporting.
- ii. CACFP Day Care Homes (DCH) includes groups related to application, claim, and compliance processing for Contracting Entities designed as DCH.

    c. Summer Food Service Program (SFSP) Groups:
- i. Summer Food Service Program includes groups related to application, claim, and compliance processing as well as Advance Requests and certain annual audit reporting.

    d. Food Distribution Program Groups:
- i. NSLP/SFSP is for CEs who receive USDA Food through a state-contracted warehouse and/or whose processing requests are managed by a Co-Op Coordinator. This group includes contract, surveys and entitlement screens and is limited to NSLP and SFSP participation only.
- ii. Direct Ship School is for CEs who receive full truckload shipments of USDA Food directly from USDA. This group includes contracts, survey, order, and entitlement screens and is limited to NSLP and SFSP participation only.
- iii. CSFP/TEFAP CE includes application, contract, inbound shipments, surveys, allocations, inventory, entitlement, and claim screens for CSFP and TEFAP.
- iv. FMNP/SFMNP CE includes application contract and claim processing for those entities that participate in the Farmers Market Nutrition Program and Senior Farmers Market Nutrition Program.

SECTION G

1. APPROVAL SIGNATURE

    a. <u>Printed Full Name of Highest Official in the Contracting Entity</u> – Enter the full name of the Contracting Entity's highest official such as the Superintendent, President of Board, etc. The name should not be a nickname.

    b. <u>Signature of Highest Official in the Contracting Entity</u> – The highest official identified must review the certification and sign and date to approve the request.

SECTION H

1. TDA INTERNAL USE ONLY

This section is used by TDA Food & Nutrition Representatives only.

MAIL, EMAIL OR FAX FORM

Once the form is completed, mail or fax the form to the following location:

Texas Department of Agriculture
P. O. Box 12847
Austin, TX 78711

Email: TDAUAM@TexasAgriculture.gov

Fax No.: 888-203-6593