Adding a New User to SNACS

- 1. Once DPI has set-up the SFA Admin User in SNACS that person is responsible for adding any additional users for their SFA. All users need a Web Access Management System (WAMS) ID.
 - To create a WAMS ID go to the <u>WAMS homepage.</u>
- 2. To add a user to your SFA, first log into SNACS though the <u>SNACS webpage</u>. Then, access the Admin Module (#1) and under the Sites and Users selection click User (#2).



3. After selecting Users a new window will open, select Add User, which is located at the bottom of the right hand side of your screen.

Sites and Users	Users
SFAs	Site Name
Sites	
Users	Role Status Last Name First Name All V Active V
Login Details	Apply Reset
Management ~	User List Add User
	Last Name First Name User Name SFA Name Site Name Status Roles
	No records to display.
	Image: Note of the second s

4. After selecting Add User, a pop-up window will open. Enter the WAMS ID for the new user and select apply.

ertification	Student Management	Reviews	Counting and Claiming	Admin	
Users					
🖃 WAMS	Search				
	D Apply	>			
Search F	Results				
					Close

5. Once you click Apply a search results window opens and you can view the user information. Click on the hyperlink under WAMS User ID.

Note: if the user info does not come up double check to make you have entered the WAMS ID correctly.

WAMS Search				\mathbf{X}
WAMS ID snacsguest	Apply			
Search Results				
Last Name	First Name	Email	WAMS User ID	City
SchoolNutritionTeam	FNS	fnsschoolnutritionteam@gmail.com	snacsquest	
			\smile	
				Close

6. You will now see a User Profile screen. Select the role/s appropriate to the user (#1) and select create user (#2).

Note: you may see options for DPI Admin and Settings under Roles, but all users should be assigned
the role "SFA Wide."

ack to Users		
Jser Info		
User Profile		Roles *
User Name *	snacsguest	DPI Admin Settings SFA Wide
Last Name *	SchoolNutritionTeam	
First Name *	FNS	
Email *	fnsschoolnutritionteam@gmail.com	
Phone	()	
Fax	()	
User Status	New	
Organization Access		
Organization Level	SFA DPI	
SFA	Argyle School District - 330161 - Argyle	*
FSMC Employee	● No ○ Yes	
Site Name (Optional)	SELECT V	
L		

7. The new user is now set-up. Have them log into SNACS to verify that they now have access.