

Approve Users in the CNP Training Portal

As a district or organization approver, it is part of your responsibility to give users in your district or organization, access to the CNP Training Portal. You approve employees in your district or organization, and in turn give them access to the portal to search for courses, register for courses, and attend courses.

Your process requires you to log in to the CNP Training Portal by going to <http://sde.idaho.gov/cnp/resource-center.html> and clicking on the CNP Training Portal button. Please follow the instructions below to approve a user for the CNP Training Portal.

How to Approve Users:

1. Log in to your CNP portal account and click the “ THESIS LOGIN” button. This is on the homepage at the bottom right.

Child Nutrition Programs

Events & Courses
Training Courses and Events

Idaho CNP Website
Organization Website

CNP Contact Us
Find contact information for CNP staff.

Resources
Links to resources for nutrition professionals

Help
FAQs, Login Information, and Request Help

Buzz
Learning Management System

My Enrollments
Enrollment and payment information

HOME **THESIS LOGIN** HELP CONTACT US

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- You will be taken to a new page that lists the portals you have approver rights to manage. There is a house icon that indicates your home portal.

PORTAL LIST

Active Portals 2 | School Portals 5 | District Portals 1 | Organization Portals 1

Portals

Managed Portals

Search: Search by title, name, web address, or associal | Portal Types: - All - | Refresh List | Clear Filters

Manage	Portal	Link	Type	Users		
				Total	Approvers	Unapproved
Manage	Kellogg Joint District	Not Web Viewable	District	2	1	0
Manage	Canyon Elementary School (Kellogg Joint District)	Not Web Viewable	School	0	0	0
Manage	Kellogg High School (Kellogg Joint District)	KELLOGGHIGHSCHOOL	School	0	0	0
Manage	Kellogg Middle School (Kellogg Joint District)	Not Web Viewable	School	0	0	0
Manage	Pinehurst Elementary School (Kellogg Joint District)	Not Web Viewable	School	1	0	0
Manage	Silver Valley Alternative (Kellogg Joint District)	Not Web Viewable	School	0	0	0







- When a user creates an account, they will show up in the “Unapproved” column inside a red box.

Users		
Total	Approvers	Unapproved
56	6	4
3	1	0
0	0	0
0	0	0
0	0	0

- Click the “Manage” button on the left hand side to enter the portal for users needing approval.

Manage	Portal	Link	Type	Users		
				Total	Approvers	Unapproved
Manage	Child Nutrition Programs	CNP	Organization	56	6	4

- b. By clicking “Manage” you will be taken to a list of users, where you are able to approve your staff or employees. The status icon will tell you they are approved (Green), unapproved (Yellow), or denied (Red). You may also see a triangle with an exclamation point inside; this indicates that this particular user had not verified their email.

Manage	Status	Name	Portal Login	Association	Last Login	Role	Approvals
		Allana King	Laniegir13	Child Nutrition Programs	08/11/2016 13:46	Non-District	
		Wer Wer	asdfasdfasffe	Bishop Kelly High School		Educator	

4. By clicking the “Approve” button on the far right, it will bring up a dialog box to make sure you want to approve this user. Click “ok” and the user will now be able to register for classes in the CNP Portal.

Manage	Status	Name	Portal Login	Association	Last Login	Role	Approvals
		Allana King	Laniegir13	Child Nutrition Programs	08/11/2016 13:46	Non-District	

