User Registration

The Idaho State Department of Education (SDE) has implemented a unified login which allows outside users access to the SDE web application for CNP Direct Certification. A user name consists of the user's district email address.

This one login account will allow access to all needed web applications. To get access, an account needs to be created, which is referred to as registration. Users can register themselves via the CNP Direct Certification application home page at http://apps.sde.idaho.gov/CnpDirectCert.
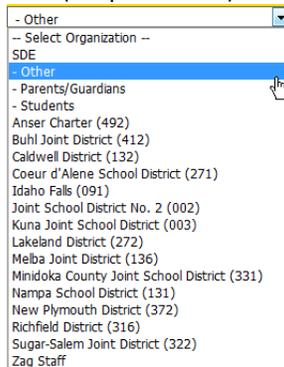
From there:

Select Log On in the right hand corner.

(Drop down list)

From the dropdown list, select "Other" – unless you are with one of the school districts listed. Note: this list changes periodically as additional districts are linked into the Idaho System for Educational Excellence (ISEE) through the Active Directory Federation Services (ADFS).

If you are an ADFS school (your school district appears on the dropdown list), STOP here and contact the state agency.

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Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the Registration page. There is also a page to assist you if you lost your password.

Click here if you have forgotten or need to change your password.

Click here if you have not yet registered to access Direct Certification.

Account Information

Email

Password

Enter your Email address and Password here to log in to the program.

[Log On]

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

Register

User Information

You must register with you official organizational email address.
You must select your primary district/organization. Start typing provider and select from drop down list.
Passwords must meet the following complexity requirements:
- Must be a minimum of 6 characters
- Cannot contain 3 or more consecutive characters from your Email
- Must contain three of the following elements:
  - Uppercase letter, lowercase letter, digit, symbol (#,$,&,etc.)

Email

Name

Organization

Password

Confirm Password

Follow these instructions carefully! Remember your password or keep it in a secure location!

Security Words:

supremacy stscnde

Click here for new security words if you're unable to read the ones given.

Privacy & Terms

reCAPTCHA™
stop spam.
read books.

[Register]

The Security Words above are different each time a new user registers. If the words are not readable, click the box with the ↻ icon and a new set of words will appear.

Passwords need to be remembered. Do not write it down where it is accessible to others and do not save it with your username. SDE does not house password information. If the password is forgotten, select the "lost your password" link on the Log On page.

Start typing in your organization and you should be able to find it from the drop down list. The organization must match what is on file with the State Department of Education.

When you have completed the form fully, the Register button will activate (change to bold font).

When you have completed this portion of registration, you will see the following screen:

DIVISIONS   PROGRAMS   COMMUNICATION   RESOURCES   DATA COLLECTION   ADMINISTRATORS

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Registration Confirmation

Email Confirmation sent

You should receive an email message like this

You recently registered for a user account at the SDE.IDAHO.GOV website. Before your account can be activated, you must click on the following link to complete the process:

This link is only valid for 7 days

Verification

If you cannot click on the link, copy the following link text and paste it into your browser's address line.

https://apps.sde.idaho.gov:443/Account/VerifyRegistration?token=zmEIxvB4w9q5UMXN2MJA73cWlTZPfaKd137QE%2feCknQhQROpK1iIpvQMP%2fF50x%2fCdqHZtv3CXBUk9UPjQt%2fE5q%3d%3d

Thank you for your cooperation.

The SDE IT staff.

Click on the link (or copy and paste into your browser); enter your password and click the Verify Account button

Verify Registration

Account Information

Email ████████
Password [   ]

Verify Account

You will receive the following confirmation:

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Registration Success

Your account has been activated.

YOU ARE NOT DONE! After completing all of the previous steps, contact the Child Nutrition Programs for the final step in getting access to the program. You will need to provide your email address and school district or agency.

User Verification

After a user has been granted access from SDE to log in to the CNP Direct Certification web application, the user will be able to get to the application pages. This information is **confidential in nature** and will only be allowed to those individuals that have been determined to have a "need to know" status under the USDA regulations. For more information on who qualifies under the regulations, see Chapter 3 of the Idaho School Food Service Manual under Disclosure of Free and Reduced Price Information.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)   mail: U.S. Department of Agriculture
        Office of the Assistant Secretary for Civil Rights
        1400 Independence Avenue, SW
        Washington, D.C. 20250-9410;

(2)   fax: (202) 690-7442; or

(3)   email: program.intake@usda.gov.

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