



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

HNS# 12-2017

MEMORANDUM

To: Designated Officials of National School Lunch Program (NSLP) Sponsors, Child and Adult Care Food Program (CACFP) Sponsors and Summer Food Service Program (SFSP) Sponsors

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Original Signed

Date: June 28, 2017

RE: Transition of Common Logon, CNPWeb access to ADEConnect

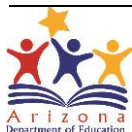
The purpose of this memorandum is to provide important information on the transition of CNPWeb access from Common Logon to ADEConnect.

Beginning June 28, 2017, the CNPWeb application will be available using ADEConnect. During the month of July 2017, all CNPWeb users will be required to transition to ADEConnect as access to CNP Web through Common Logon will no longer be available on August 1, 2017. As a result of this transition, the ADE will no longer maintain user accounts for each organization. This responsibility will be managed by a designated Entity Administrator.

This Entity Administrator will be the Designated Official listed on the Permanent Agreement (PA) or can be delegated by the Designated Official. An organization may choose to have more than one Entity Administrator in ADEConnect. However, anyone with the role of Entity Administrator must be an Authorized Representative on the permanent agreement.

The Entity Administrator will be responsible for maintaining user accounts by adding and/or removing user accounts for their organization. It is imperative for security reasons that the Entity Administrator maintains accounts and removes individuals when they are no longer employed by the organization. user accounts for each organization.

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To begin this transition, we are asking the Designated Official to complete the attached Request for ADEConnect Entity Administrator Account form. Completion of this form will delegate one individual from your organization to have an Entity Administrator user account added by ADE. Please return this form as soon as possible as your organization will not be able to access CNPWeb (or submit claims) on August 1, 2017, if this form is not completed and submitted to ADE prior to that date.

Once this form has been submitted to healthandnutrition@azed.gov, Health & Nutrition Services will verify that the requested individual is an Authorized Representative on the PA, then the Entity Administrator user account will be created. ADEConnect will not accept multiple individuals using the same email account. Therefore, email accounts must be unique to the individual.

The new Entity Administrator will be notified by Health & Nutrition Services when their account has been added. Entity Administrators will be contacted via e-mail with additional information and will be provided trainings on how to add user accounts and roles for CNPWeb.

If you have any questions, please contact your assigned specialist, or Health and Nutrition Services at 602-542-8700 and ask to speak to the Specialist of the Day.

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