

When you create a new site, you also need to create new users who can access the site. Some centers choose to have each staff person be assigned their own username and password. The main advantage to individualized login information is that you can track who is entering meal counts (or forgetting to!). On the downside, it can be difficult to manage if people routinely forget their login credentials.

To create a new site-level user:

- Click on “Staff” on the main dashboard, then click on the blue “Add” button in the upper-right corner.
- Enter the fields:
 - **Name (required)**
 - **User Name (required)**: this will be part of their login credentials.

Click the blue “Click to Set or Reset Password” button to reveal confirmation fields:

- **Password (required)**: a minimum of 12 characters. There is no requirement for upper-case, lower-case, numbers or special characters.
- **Confirm Password (required)**: retype password.
- Email Address (optional)
- Phone Number (optional)
- Start Date (optional)
- End Date (optional)
- **Status (required)**: a status of “active” will allow the user to login. A status of “inactive” will prevent a login
- Primary Contact for Site (optional)
- Allowed to Add Participants on Mobile (optional): this option will allow the staff to add participants using the mobile app.
- Allowed to Record Hours on Mobile (optional): this option will allow the staff to record hours worked using the mobile app.
- Allowed to Change Participant ARAM Flag (optional): this option will allow the staff to check or un-check the box on the Participant Page that indicates a child’s eligibility to participate in the At-Risk Afterschool Meals Program.
- Allowed to delete receipts: this option will allow the staff to delete receipts.
- Allow expense entry after claim creation: this option will allow staff to enter expenses for a month with a claim.
- **Roles (required)**: select one of three roles. See additional materials for further explanation. Manager/director can access all site information, Staff can access meal counts, participants & rosters and record hours. Kitchen Staff or Infant Teacher can access menus, meal counts, participants & rosters and record hours.
- Notes (optional): for your recordkeeping.
- Sign Here: add signatures for “Site Manager/Director” permission level users. These signatures will populate on the Daily, Weekly and Monthly Meal Count with Attendance Reports along with the date that the site submitted their claim to their sponsor.

Under “Hourly Rate” click the blue “+ Add” button:

- Hourly Rate (optional): if you are using My Food Program to track payroll expenses for the purpose of demonstrating a nonprofit meal service, enter a start date, end date and hourly rate.
- Click “Save”.