

[VIDEO] Create Staff Accounts

Last Modified on 08/05/2020 11:10 am CDT

All sponsor/back-office staff members should have their own, unique login ID and password with which to access Minute Menu CX. You can assign permissions to each individual user, or you can create staff types. You can customize permissions for each staff type and then assign that type to the users you create. However, if you have a small staff or want to set permissions for each individual staff member, you do not have to set up staff types. For more information about setting up staff types, see [Staff Types](#).

To add a new staff member:

1. Click the **Tools** menu and select **Manage Sponsor Staff**. The Manage Sponsor User window opens.
2. Click **Add New**.
3. Click the **Last Name** box and enter the staff member's last name.
4. Click the **First Name** box and enter the staff member's first name.
5. Click the **Current Status** drop-down menu and select **Active**, if it is not selected already.
6. If this user is a monitor, check the **Monitor** box.
7. Complete the remaining information in the window, as needed.
8. Check the **Check to Toggle User Login** box.
9. Accept the system-generated login information, or change it to something easier to remember.
10. Now, select user permissions. You can do this two ways:
 - In the box to the right, check the box next to each feature the user should be able to access.
 - If you have set up staff types, click the **Sponsor Staff Type** drop-down menu and select the staff type to assign to this user. Then, click **Apply Staff Type Default Permissions**.
11. When finished, click **Save**.

Manage Sponsor User

Staff Member:

Access Level Resets:

[Staff Member Info]

Last Name: Jones First Name: Bobby Middle Name: Birth Date: Gender:

Street Address: City: State: Zip Code:

Home Phone: Work Phone: Ext.: Alt. Phone: SS#:

Email Address:

Native American Pacific Islander Hispanic Asian White Black

[Staff Member Status]

Current Status: Sponsor Staff Type:

Hire Date: Monitor

Date Last Employed:

Check to Toggle User Login

[User Login Info]

User Name: Password:

Category	Permission
<input checked="" type="checkbox"/>	Attendance Estimate Attendance
<input checked="" type="checkbox"/>	Attendance Record Center Attendance
<input type="checkbox"/>	Centers Delete Center
<input type="checkbox"/>	Centers Enroll Center
<input type="checkbox"/>	Centers Modify Center
<input type="checkbox"/>	Centers Withdraw Center
<input type="checkbox"/>	Children Activate Children
<input checked="" type="checkbox"/>	Children Assign Classrooms
<input checked="" type="checkbox"/>	Children Delete Children
<input checked="" type="checkbox"/>	Children Enroll Children
<input checked="" type="checkbox"/>	Children Manage Formula Types
<input type="checkbox"/>	Children Modify Child Histories
<input checked="" type="checkbox"/>	Children Modify Child Info
<input type="checkbox"/>	Children Modify FRP Level
<input type="checkbox"/>	Children Modify IEF Application
<input type="checkbox"/>	Children Modify Title XX