

Adding a User to SNACS

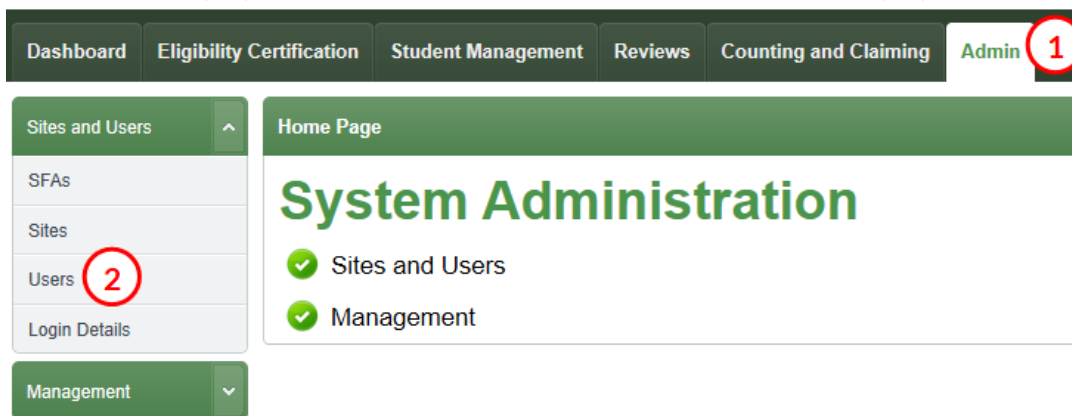
Creating a WAMS ID

Once DPI has set-up the SFA Admin User in SNACS that person is responsible for adding any additional users for their SFA. **All users need their own unique Web Access Management System (WAMS) ID.** A shared email address should *not* be used to create a WAMS ID.

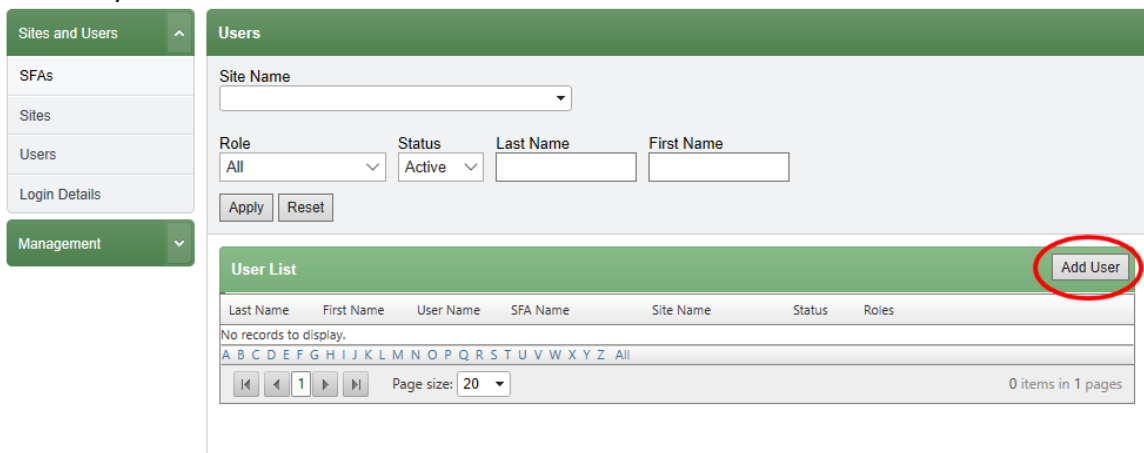
- To create a WAMS ID go to the [WAMS homepage](#).
- To recover your WAMS ID or password, use the [Account Recovery](#) option.
- For additional information on WAMS IDs, check out the [FAQs](#).
- WAMS is not managed by DPI. To get help with anything WAMS related, use the Help Wisconsin Support link to [send an email to Help Desk Staff at Wisconsin.gov](#). This link is also at the very bottom of the page of the WAMS application.

Adding a NEW SNACS User

1. To add a user to your SFA, first log into SNACS through the [SNACS webpage](#). Then, access the Admin Module (#1) and under the Sites and Users section, click User (#2).



2. After selecting Users, a new window will open, select Add User, which is found at the bottom right side of your screen.



- After selecting Add User, a pop-up window will open. Enter the WAMS ID for the new user and select apply.

The screenshot shows a web application interface with a navigation bar containing 'Certification', 'Student Management', 'Reviews', 'Counting and Claiming', and 'Admin'. Below the navigation bar is a 'Users' section. A 'WAMS Search' pop-up window is open, featuring a 'WAMS ID' text input field and an 'Apply' button, both of which are circled in red. Below the input field is a 'Search Results' section, which is currently empty. A 'Close' button is located at the bottom right of the pop-up window.

- Once you click Apply, a search results window will open, and you can view the user information. Click on the hyperlink under WAMS User ID.
Note: if the user info does not come up double check to make you have entered the WAMS ID correctly.

The screenshot shows the 'WAMS Search' pop-up window after a search. The 'WAMS ID' input field now contains the text 'snacsquest'. The 'Search Results' section displays a table with the following data:

Last Name	First Name	Email	WAMS User ID	City
SchoolNutritionTeam	FNS	fnschoolnutritionteam@gmail.com	snacsquest	

The hyperlink 'snacsquest' under the 'WAMS User ID' column is circled in red. A 'Close' button is located at the bottom right of the pop-up window.

- You will now see a User Profile screen. Select the role of SFA Wide (#1) and select create user (#2).

Note: you may see options for SFA Admin and Settings under Roles, but all users should be assigned the role "SFA Wide."

Users

[← Back to Users](#)

User Info

User Profile

User Name *

Last Name *

First Name *

Email *

Phone

Fax

User Status **New**

Roles *

SFAAdmin

Settings

SFA Wide ← 1

Organization Access

Organization Level SFA DPI

SFA *

FSMC Employee No Yes

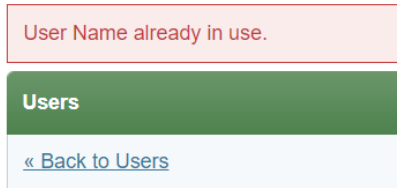
Site Name (Optional)

2

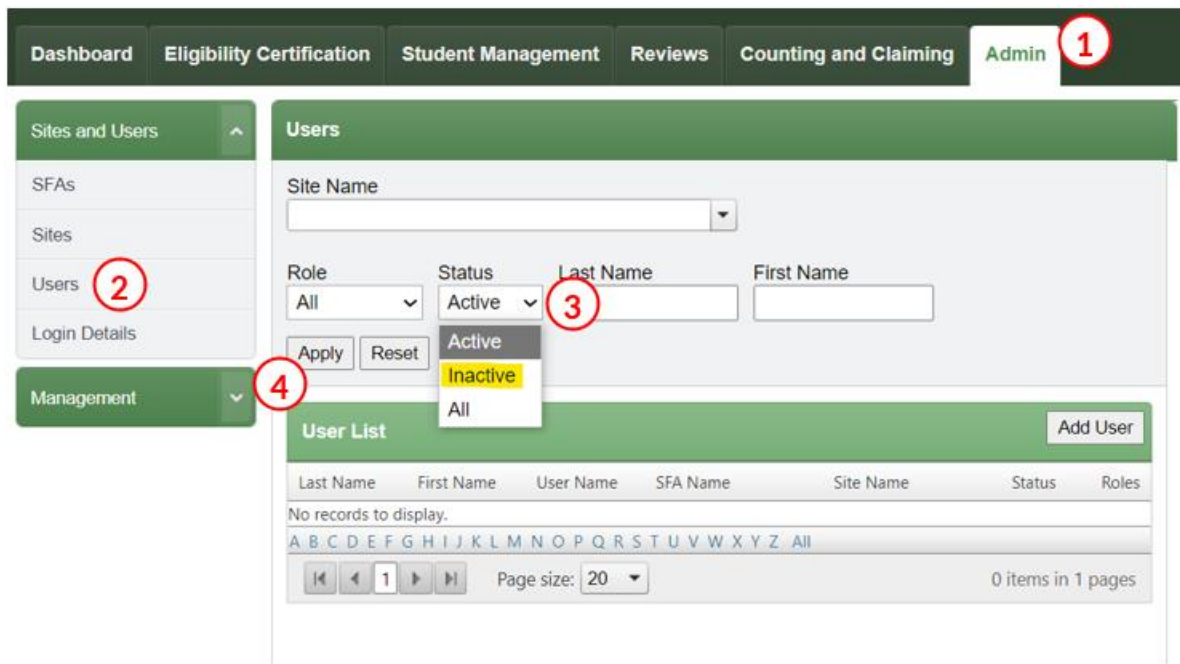
- The new user is now set-up. Have them log into SNACS to verify that they now have access.

Re-Activating a PREVIOUS SNACS User

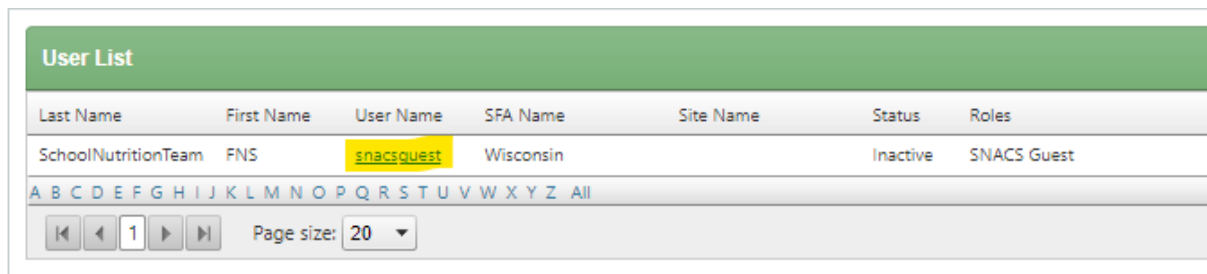
1. If you attempt to add a user that previously had access to SNACS and was deactivated, you will receive the following error message:



2. If you receive the message above OR if you know that the user previously had access, rather than selecting “Add User,” click on the Status drop down box (#3) and select Inactive and then click “Apply” (#4).



3. All inactive users that have previously been assigned to your SFA will populate in the User List. Click the hyperlink for the user’s WAMS ID in the User Name column.



4. Ensure that the role is set as "SFA wide" and then click the "Activate User" button.

The screenshot shows the 'Users' management interface. At the top, there is a green header with the word 'Users' and a blue link '« Back to Users'. Below the header, there are three tabs: 'User Info', 'Login History', and 'Login Activity'. The 'User Info' tab is active. The 'User Profile' section contains the following fields:

- User Name *: snacsguest
- Last Name *: SchoolNutritionTeam
- First Name *: FNS
- Email *: fnsschoolnutritionteam@gmail.com
- Phone: () - -
- Fax: () - -
- User Status: InActive

 The 'Roles' section has three checkboxes:

- SFAAdmin
- Settings
- SFA Wide (indicated by a red arrow and a circled '1')

 The 'Organization Access' section includes:

- Organization Level: SFA DPI
- SFA: Wisconsin (dropdown menu)
- FSMC Employee: No Yes
- Site Name (Optional): (dropdown menu)

 At the bottom right, there are two buttons: 'Activate User' (circled in red) and 'Update User'.

5. After activating the user, you will get a message at the top that says, "User activated."

The screenshot shows a green message box at the top with the text 'User activated.'. Below the message box, there is a green header with the word 'Users' and a blue link '« Back to Users'.