

[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

Add New

Access Level Resets

All

None

[Staff Member Info]

Last Name

First Name

Middle Name

Birth Date

Gender

Jones

Bobby

Select Date

-- Select

Street Address

City

State

Zip Code

-- Sele

Home Phone

Work Phone

Ext.

Alt. Phone

SS#

***-**-0000

Email Address

☐ Native American

☐ Pacific Islander

☐ Hispanic

☐ Asian

☐ White

☐ Black

[Staff Member Status]

Current Status

Active

Hire Date

Select Date

Date Last Employed

Select Date

Sponsor Staff Type

Data Entry

☐ Monitor

Apply Staff Type

Default Permissions

☒ Check to Toggle User Login

[User Login Info]

User Name

25926bs255

Password

x7bqdbd8

Category

Permission

☒ Attendance

Estimate Attendance

☒ Attendance

Record Center Attendance

☐ Centers

Delete Center

☐ Centers

Enroll Center

☐ Centers

Modify Center

☐ Centers

Withdraw Center

☐ Children

Activate Children

☒ Children

Assign Classrooms

☒ Children

Delete Children

☒ Children

Enroll Children

☒ Children

Manage Formula Types

☐ Children

Modify Child Histories

☒ Children

Modify Child Info

☐ Children

Modify FRP Level

☐ Children

Modify IEF Application

☐ Children

Modify Title XX

Save

Close