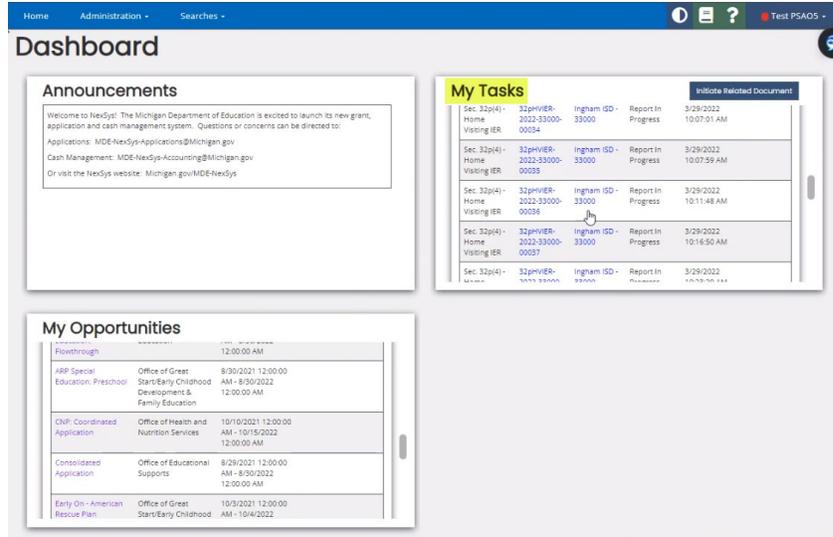
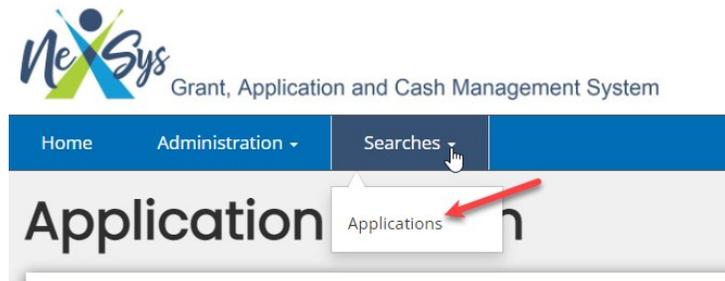


ADDING A USER TO AN APPLICATION IN NEXSYS

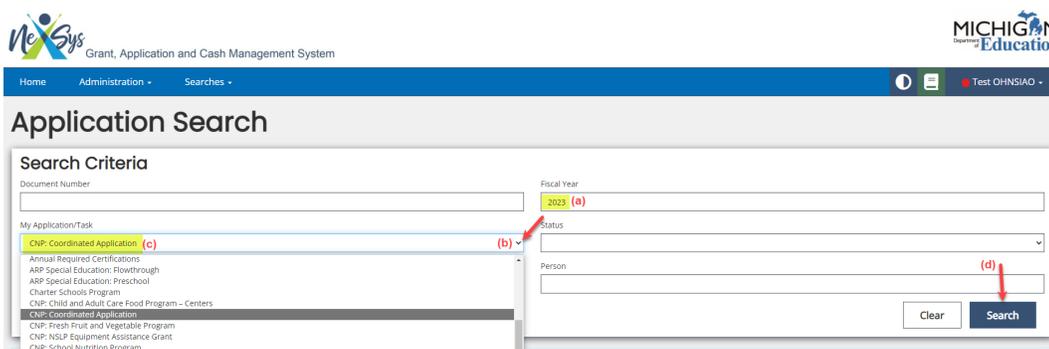
1. Log into NexSys.
2. If the application has not been approved yet, the application will be in the “My Tasks” card.



3. If the application has already been approved, click on the Administration tab, and select Applications.



4. **(a)**Type the fiscal year in the text box. **(b)**Use the dropdown menu under My Application/Task and **(c)**choose the application you want to add the person to, and **(d)**click Search.

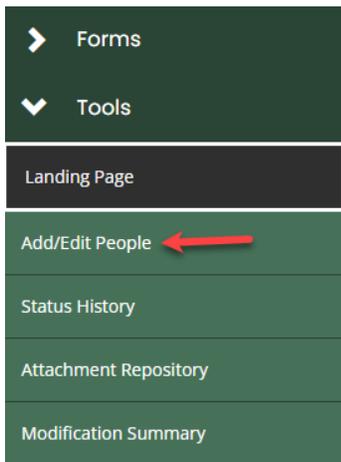


ADDING A USER TO AN APPLICATION IN NEXSYS

5. Scroll down and click on the Document Number in the first column to open the application.

Document Number	Entity	My Application/Tasks	Status	Fiscal Year
COORDAPP-2024-185F01500-00725		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-33010-00638		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-330108389-00775		CNP: Coordinated Application	Application Cancelled	2024
COORDAPP-2024-330108389-00792		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-33020-00186		CNP: Coordinated Application	Application Approved	2024
COORDAPP-2024-330202626-00356		CNP: Coordinated Application	Application Approved	2024

6. On the left side menu, scroll down and click on Add/Edit People.



7. Click on the "+" button.

Document Add/Edit People

Add or Edit people assigned to the document.

Template
Annual Required Certifications

Document Name
[Redacted]

Organization
[Redacted]

Instance
Annual Required Certifications

Document Status
Certification/Policy Completed

Your Role
Authorized Official (5)

Process
NexSys Certifications

Period Date
10/11/2021 12:00:00 AM
10/15/2021 11:45:00 PM

Due Date
10/15/2021 11:00:00 PM

✔ Document Initiated
 ✔ Certification/Policy Completed
 ○ Certification/Policy Amendment Required
 ○ Certification/Policy Amendment In Progress
 ○ Certification/Policy Amendment Submitted
 ○ Certification/Policy Received
 ○ Certification/Policy Cancelled

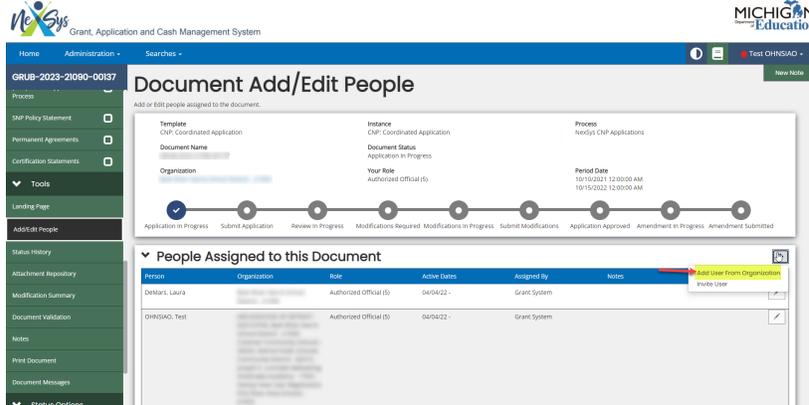
People Assigned to this Document +

Person	Organization	Role	Active Dates	Assigned By	Notes
[Redacted]	[Redacted]	Authorized Official (5)	10/11/21 -	Grant System	✎
[Redacted]	[Redacted]	Authorized Official (5)	10/11/21 -	Grant System	✎

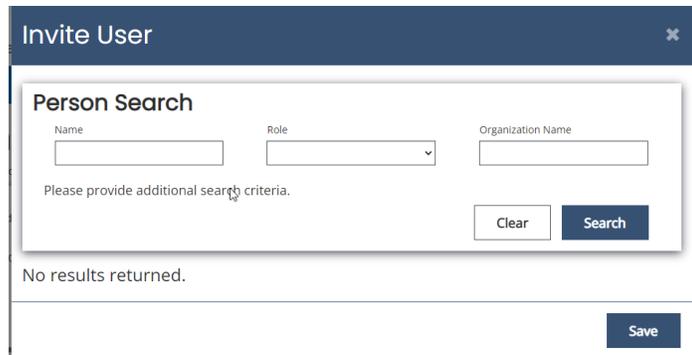
< 1 >

ADDING A USER TO AN APPLICATION IN NEXSYS

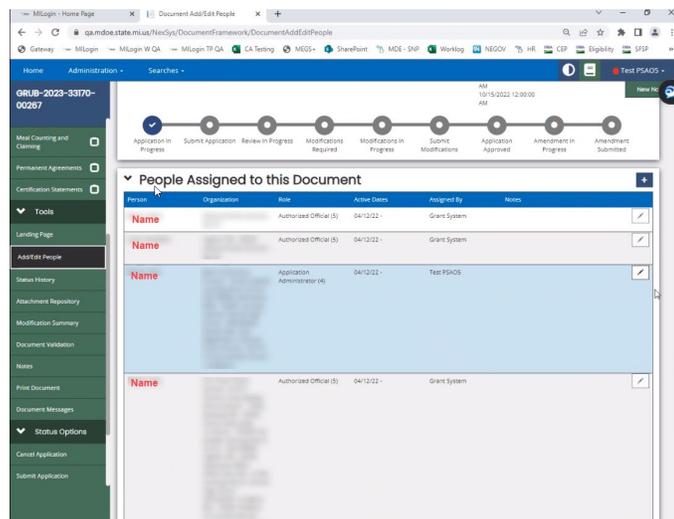
8. Choose Add User from Organization.



9. Enter the person's information to search for active users or click Search to display all.
NOTE: There may be multiple users with the same name. Double check the identity of the person you are choosing to make sure the MEIS number is correct.



10. Select the person you were searching for.



ADDING A USER TO AN APPLICATION IN NEXSYS

11. Assign the user a Role for the application. The role you choose should be the same as the level of access you are giving the person. (For example: If you are adding a level 4 to the application, you will give them the role of a Level 4 as well). The levels that apply to the child nutrition program applications are as follows:
 - a. Level 1 – View Only
 - b. Level 2 - Grant Writer
 - c. Level 4 – Application Administrator
12. Select a date to make the user active in the system.
13. Click the Save button and the person will be added to the application. This can be checked on the green Add/Edit page of the application on the left side of the screen in the Tools section.

