**MENU Module Access Tips**

1. All CE’s wishing to participate or use any feature of MENU module must submit an FND 101 for EACH staff member requesting access to the system.
	1. CE employee requests must include a valid email address.
	2. The name and contact information of the Child Nutrition Director (CND) must be up to date and accurate in the TXUNPS Application Packet before permission to MENU Module is provided. If the information is incorrect, the CND will not be able to give permissions within the system to the staff at their CE. Only the CND listed in TX-UNPS can assign roles and permissions in MENU Module.
2. All CEs may request access to MENU Module via TX-UNPS. Please reach out to your CND of record listed in TX-UNPS to request permission to access the MENU Module system.
	1. Child Nutrition Directors (CND) must assign roles in MENU Module to all new users at the CE (District) organization level. There are currently (4) roles to select from: Child Nutrition Director, Menu Planner, Supervisor, and Manager.
	2. CND’s have administrator rights to create additional roles in the system. However, extra caution must be taken in creating new roles and should only be created if one of the (4) roles does not meet their permissions criteria
3. All CE’s must have a plan in place to submit an FND-101 form to remove access of a terminated employee from TX-UNPS.
4. TDA does not require CEs to attend training before or after requesting access to MENU Module. CEs are encouraged to reach out to their ESCs for the latest training updates and resource materials.
5. TX-UNPS deactivates user access for those users who do not sign in at least once every 90 days. Users who do not sign into TX-UNPS, periodically, risk losing access to MENU Module.
6. PrimeroEdge supports Internet Explorer (recommended) versions 9, 10, 11; Google Chrome; Safari and Mozilla Firefox on desktops and laptops to access MENU Module.
7. Any MENU Module access issues should be reported to **(877) TEX-MEAL**.