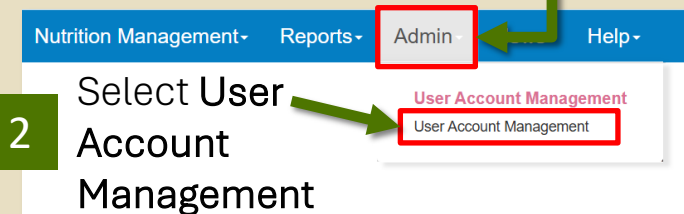
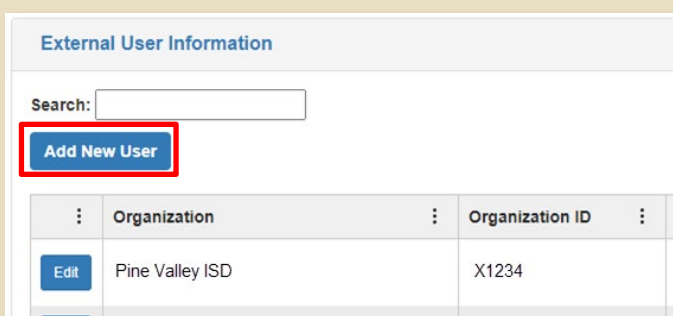


1 Click the **Admin** menu.

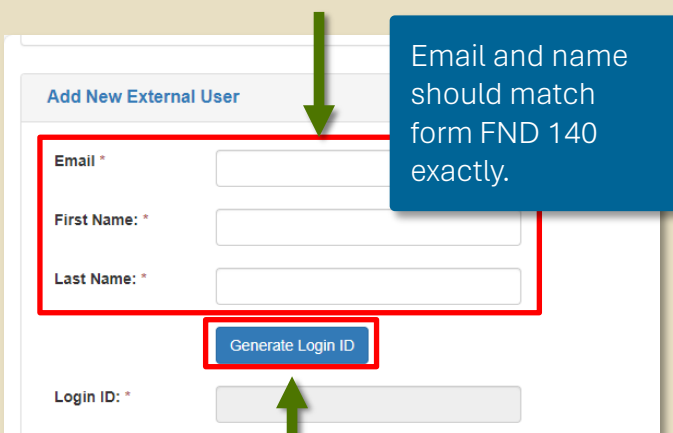


2 Select **User Account Management**

3 Click the **Add New User** button.

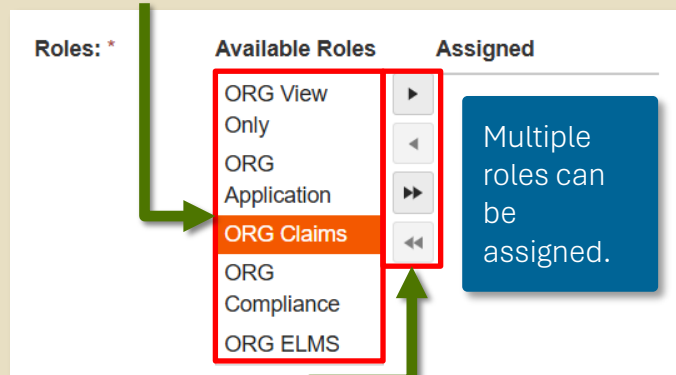


4 Enter the required information.



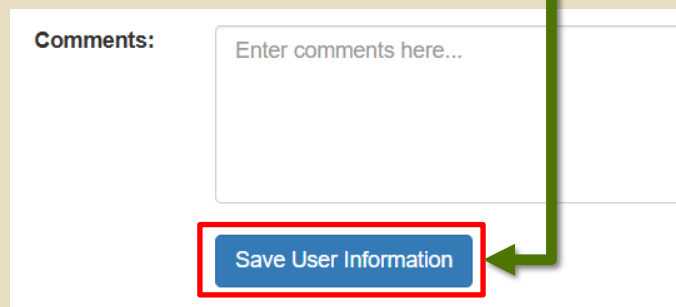
5 Click the **Generate Login ID** button. The system will create a unique ID.

6 Select role(s) for the new user.

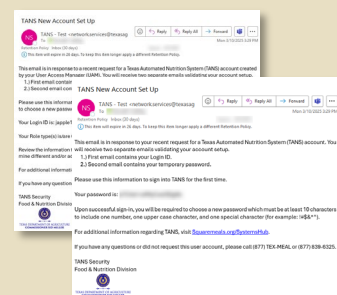


7 Use the buttons to assign/unassign selected roles.

8 Click the **Save User Information** button.



9 The user will receive two emails notifying them of their new account.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.



Food and Nutrition Division
www.SquareMeals.org



4/2/2025
Texas Automated Nutrition System