

Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstrations Series.

Today, we will review logging in to TX-UNPS for the first time and changing your password.



Slide 2 - Log In Screen

In order to log on to TX-UNPS, you will need to open your internet browser and go to the TX-UNPS home page. You will also need the user name and password sent to you by the Texas Department of Agriculture.

Need a TX-UNPS Log-In? 

Contact the Help Desk at:
1-877-TEX-MEAL
(1-877-839-6325),

The Help Desk is available:
Monday through Friday, 7:30am - 6:00pm (CST)

Slide 3 - Help desk

If you do not have a user name and password, please contact the TX-UNPS help desk at 1-877-TEX-MEAL. The Help Desk is available Monday through Friday 7:30am to 6:00pm Central Standard Time.



Slide 4 - Log in screen entered

Enter your user name and password in the fields provided, and then select and click the Log On button.



Your current password has expired. You must reset your password before you can continue.
Please reset your password now.

Please enter your new password and re-enter your new password to verify it. Click Save to continue.

New Password:

Re-Enter New Password:

Password Security

Your password must consist of at least 11 characters which include:

- a capital letter
- a small case letter
- a number
- a special character

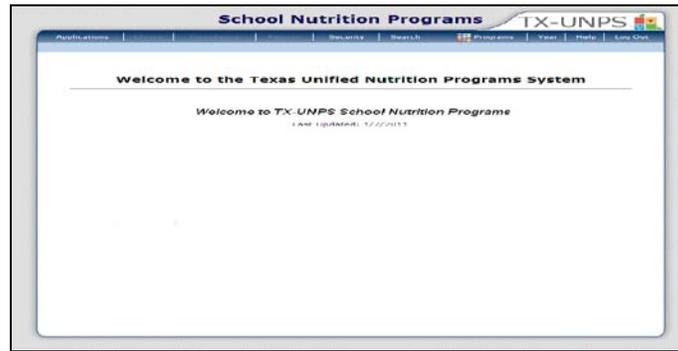
Example: HealthyKids*1

Slide 5 - Password reset

When you log in for the first time, the system will require you to change your password. For security purposes your password must be a minimum of 11 characters which include:

- A capital letter
- A small case letter
- A number
- A special character, such as a dollar sign, asterisk or any punctuation mark

You will be required to enter your new password twice and to hit save to continue.



Slide 6 - SNP page

Congratulations! After you have successfully changed your password, you will be directed to the TX-UNPS School Nutrition Programs.



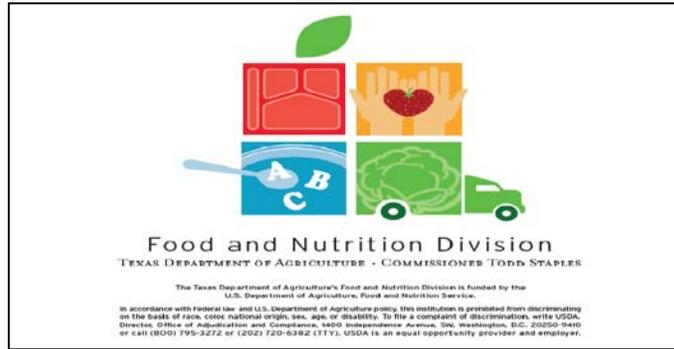
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You may also email:
SquareMeals@TexasAgriculture.gov

Slide 7 - Help desk

If you need assistance, please contact the TX-UNPS Help Desk at 1-877-TEX-MEAL. The help desk is available Monday through Friday 7:30am – 6:00pm central standard time. You may also email questions to squaremeals@texasagriculture.gov



Slide 8 - Legal Screen



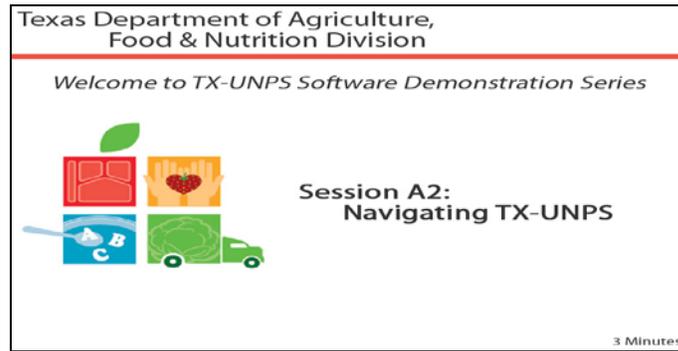
Slide 9 - Certificate Explanation

Congratulations on the successful completion of this course. The following slides will provide you with a printable certificate for your records.



Slide 10 - Certificate Screen

Please print this certificate. This completes the TX-UNPS Software Demonstration.



Slide 1 - Welcome

The Texas Department of Agriculture, Food and Nutrition Division would like to welcome you to the TX-UNPS Software Demonstration Series.

Today, we will review navigating TX-UNPS.



Slide 2 - Log in screen entered

Open your internet browser and go to the TX-UNPS home page. Enter your user name and password in the fields provided, and then select and click the Log On button



Slide 3 – Multiple Programs Screen

If you participate in multiple programs, this will be the screen you are first presented with.



Slide 4 - Horizontal Navigation

Otherwise, you will see this screen

Let's review the horizontal navigation bar for School Nutrition programs.

The first link on the left will be Applications. All application enrollments, renewals and modifications will be found under this link. For more information on Applications, please review the videos in Series B on Applications.

The next link to the left of Applications is CLAIMS. All claims submissions and modifications will be found under this link. For more information on Claims, please review the videos in Series C on Claims.

The next link to the left of Claims is Compliance. The Compliance module will become available Summer 2011.

The link to the left of Compliance is Reporting. It is under this link that you will have access to necessary reports.

The link to the left of reporting is Security. This is used by administrators to manage accounts on the TDA side.

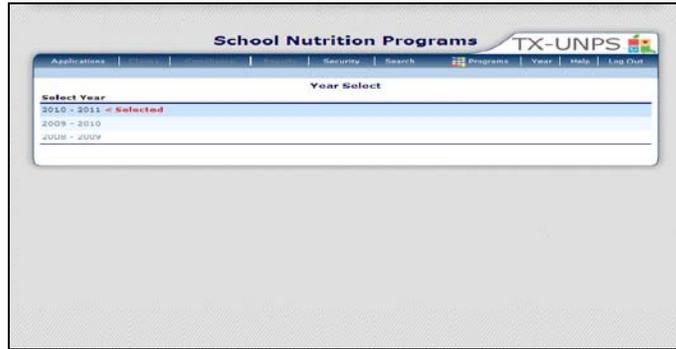
The link to the left of Security is Search. The Search link will allow you to search for CEs or sites depending on your access by various parameters.

The programs link will allow you to access the programs you are currently enrolled in.

The year link will allow you to change the program year.

The help link will provide you with searchable help files for TX-UNPS

The log-out link will allow you to securely exit the system.



Slide 5 - Program Year

TX-UNPS will always default you to the current program year. If you wish to search or access another program year, you will have to select and click the YEAR link, and then select and click the program year you wish to access.



Slide 6 - Breadcrumbs

As you navigate through TX-UNPS, you will see what is called a breadcrumb trail below the horizontal navigation bar. This breadcrumb trail will allow you to see where you are currently located in the website, as well as allow you to go back to previous screens.

Please note the following:

- If you navigate off of a page without hitting submit or save, TX-UNPS will not save the information

You can use the back button on your browser without being logged out of the system



Slide 7 - view mod delete

When accessing a screen, you will have the option to switch between View Only and Modify. You can also choose to delete and start over. Internal Use is for TDA staff only.



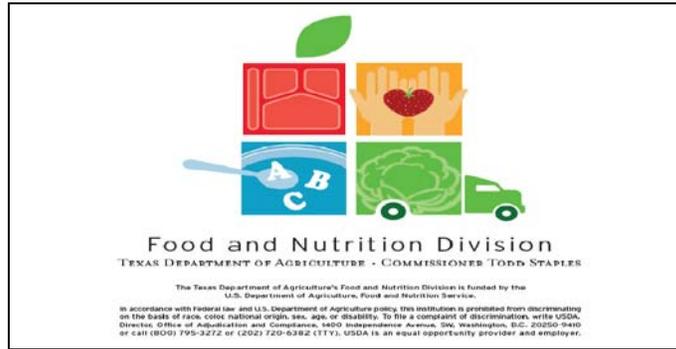
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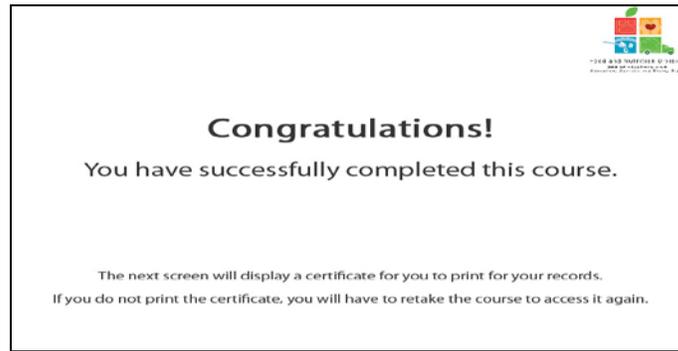
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