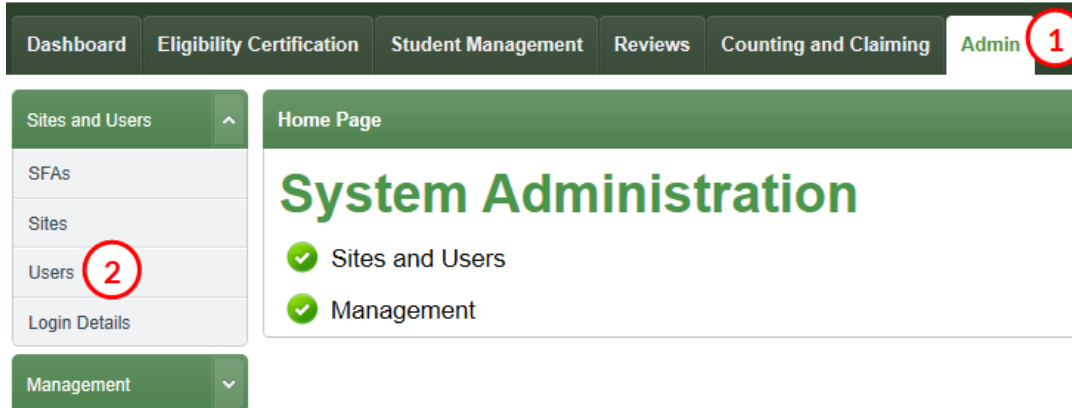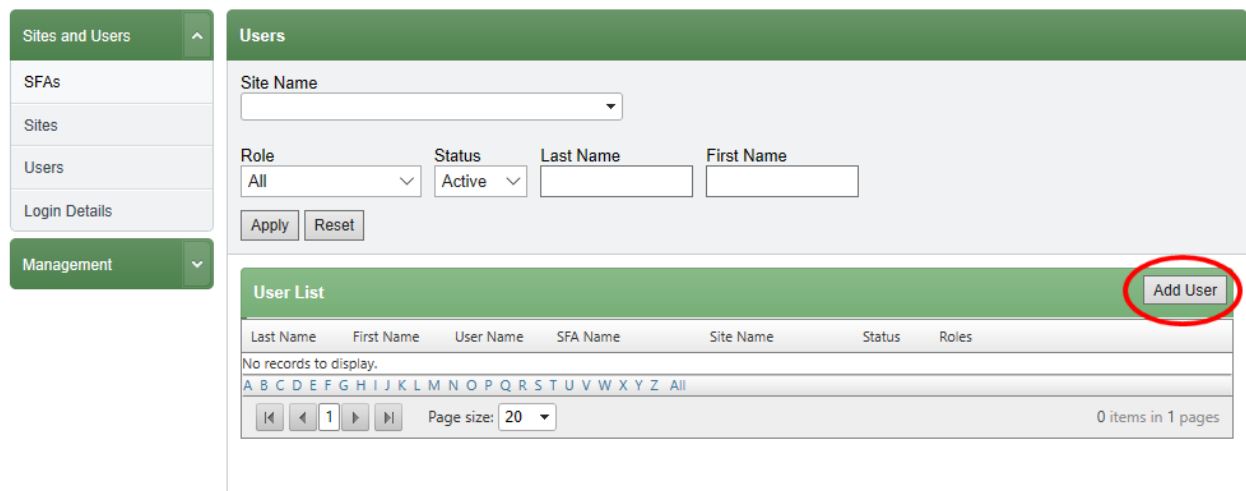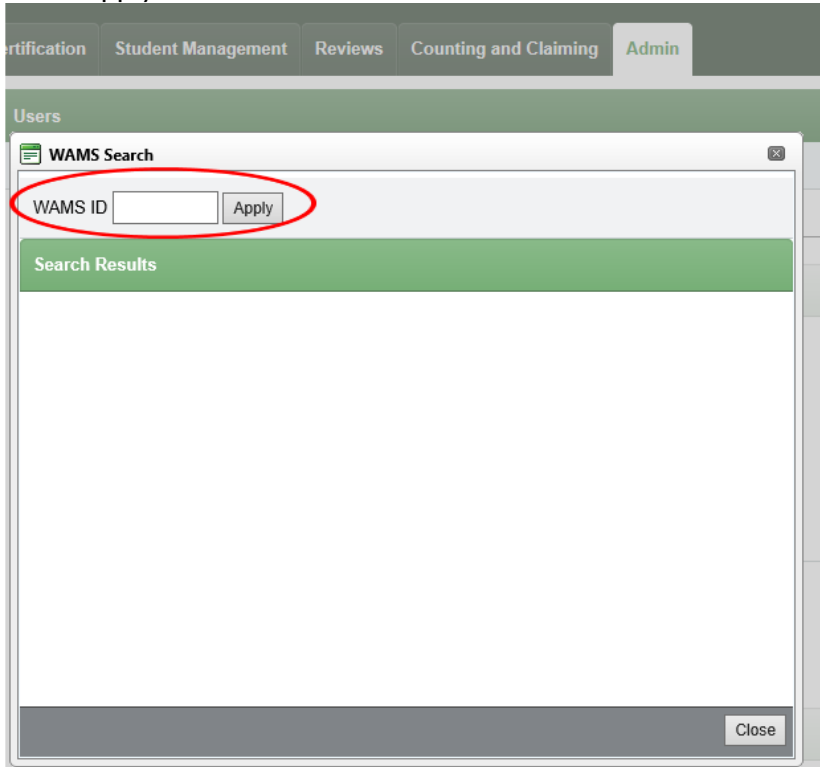## Adding a New User to SNACS

1. Once DPI has set-up the SFA Admin User in SNACS that person is responsible for adding any additional users for their SFA. **All users need a Web Access Management System (WAMS) ID.**
   - To create a WAMS ID go to the WAMS homepage.

2. To add a user to your SFA, first log into SNACS though the SNACS webpage. Then, access the Admin Module (#1) and under the Sites and Users selection click User (#2).

3. After selecting Users a new window will open, select Add User, which is located at the bottom of the right hand side of your screen.
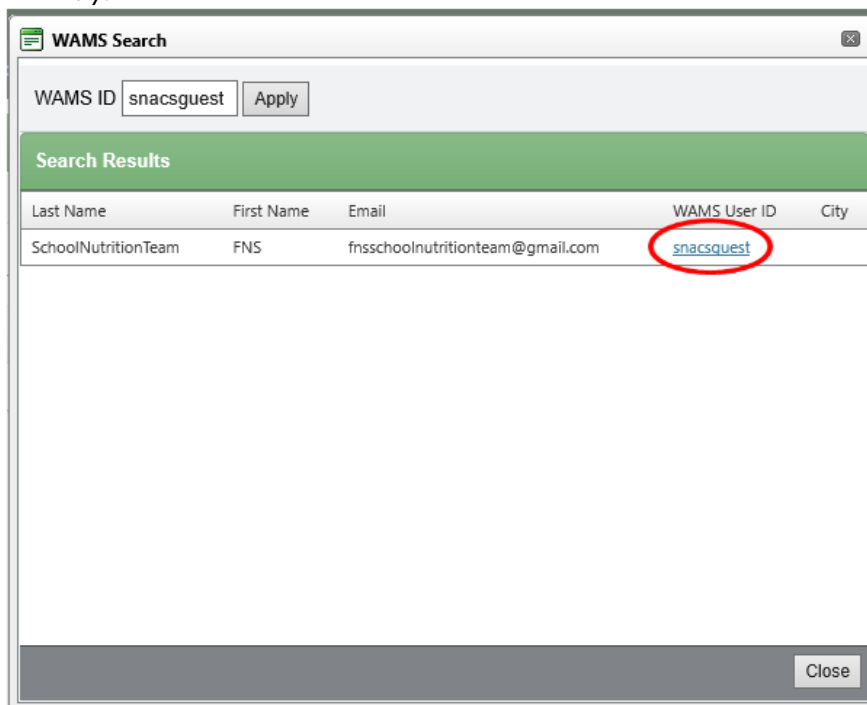
4. After selecting Add User, a pop-up window will open. Enter the WAMS ID for the new user and select apply.

5. Once you click Apply a search results window opens and you can view the user information. Click on the hyperlink under WAMS User ID.
   Note: if the user info does not come up double check to make you have entered the WAMS ID correctly.

6. You will now see a User Profile screen. Select the role/s appropriate to the user (#1) and select create user (#2).
Note: you may see options for DPI Admin and Settings under Roles, but all users should be assigned the role "SFA Wide."

Users

« Back to Users

User Info

User Profile

User Name *	snacsguest ...
Last Name *	SchoolNutritionTeam
First Name *	FNS
Email *	fnsschoolnutritionteam@gmail.com
Phone	(__) ___-____
Fax	(__) ___-____
User Status	New

Roles *

☐ DPI Admin
☐ Settings
☐ SFA Wide ← ①

Organization Access

Organization Level	⦿ SFA ○ DPI
SFA	Argyle School District - 330161 - Argyle ▾ *
FSMC Employee	⦿ No ○ Yes
Site Name (Optional)	-- SELECT -- ▾

② Create User

7. The new user is now set-up. Have them log into SNACS to verify that they now have access.