

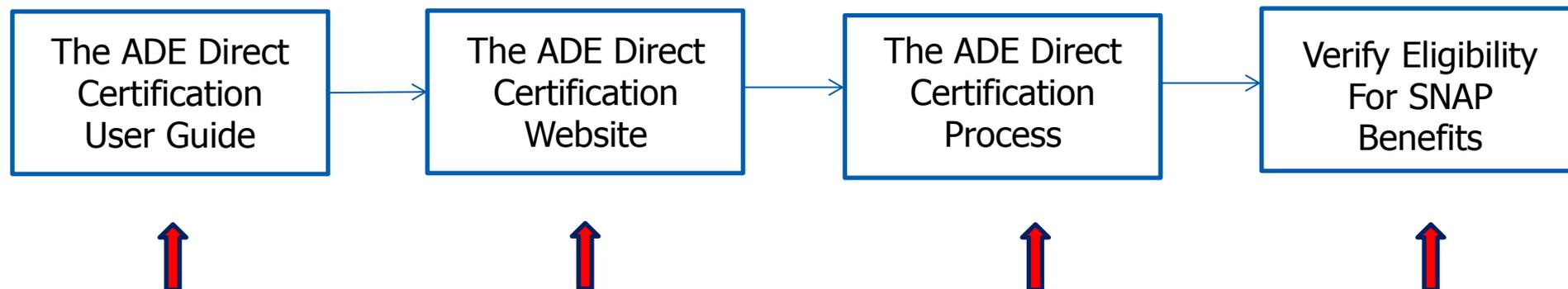


# Arkansas Department Of Education Child Nutrition Unit

## Direct Certification User Guide

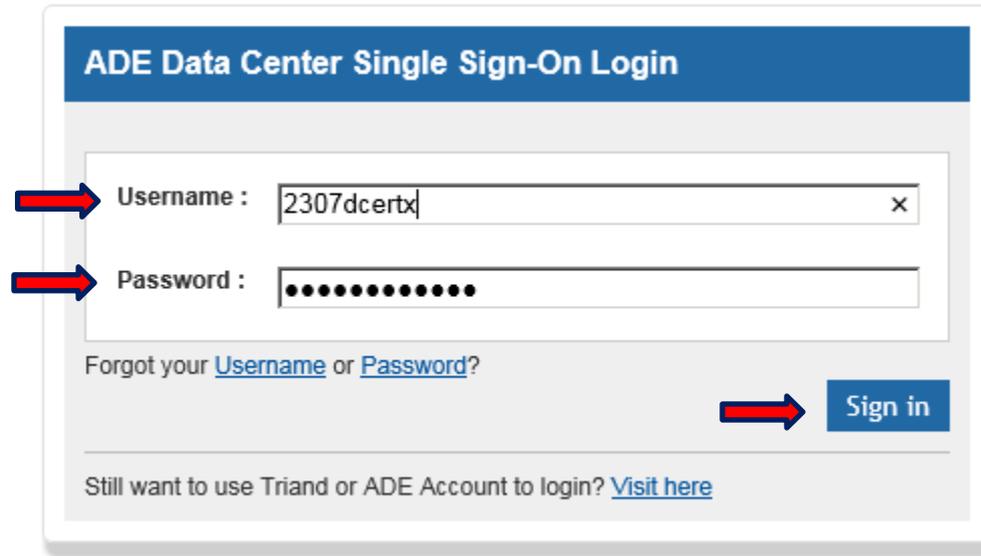
- The ADE Direct Certification User Guide is a tool for authorized ADE and school district personnel to use in conjunction with the ADE Direct Certification website.

# Summary Of The ADE Direct Certification Process



- This User Guide is a reference guide for users that will assist them in navigating the website while performing direct certification matches during the school year. One of the primary functions of the ADE Direct Certification website is to provide an online user-friendly system for the Arkansas Department of Education. The website consists of a series of screens grouped by content area to assist users in the completion of the SNAP ADE Direct Certification process. A major efficiency of the ADE Direct Certification system is the instant verification that students are SNAP eligible. Additionally, this application is used to verify eligibility for free or reduced breakfast/lunch provided by Arkansas school districts for children who are members of households receiving Supplement Nutrition Assistance Program (SNAP) benefits.

# Single Sign-On (SSO) Login Process



**ADE Data Center Single Sign-On Login**

Username :

Password :

Forgot your [Username](#) or [Password](#)?

[Sign in](#)

Still want to use Triand or ADE Account to login? [Visit here](#)

- From the ADE Data Center Single Sign-On, enter your **User Name** and **Password** and click **Sign In**.

# Overview Of The ADE Direct Certification Home Page



The screenshot shows the home page for the Arkansas Department of Education's Child Nutrition Unit Direct Certification. At the top, there is a navigation bar with links for 'ADE DC', 'Arkansas.gov', 'Agencies', 'Online Services', 'State Directory', 'Contact Us', and 'Log Off'. Below this is a banner featuring a group of children, the text 'Arkansas Department of Education Child Nutrition Unit Direct Certification', the Arkansas Department of Education logo, and a variety of fresh vegetables. Under the banner are three dropdown menus: 'Match', 'Reports', and 'User Guide'. The main content area is titled 'Direct Certification' and contains a disclaimer about the government computer system's privacy and terms of use. At the bottom, there is a USDA Nondiscrimination Statement link, contact information for the Child Nutrition Unit, and a small CSU logo.

**Direct Certification**

This is a government computer system and is the property of the Arkansas Department of Education. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Human Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Human Services personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Close Browser session IMMEDIATELY if you do not agree to the conditions stated in this warning.

USDA Nondiscrimination Statement

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CSU

- This is the ADE Direct Certification Home Page. Here you will find links to the Arkansas.gov website. A link to browse for specific Arkansas Government Agencies. Other Online Services. And a link to the State Directory. Also there is a link to contact ADE by clicking on the Contact Us link. This webpage has three dropdown lists that will allow users to perform Direct Certification Matches and also to access Direct Certification Reports. The Bottom of the webpage contains two links. The first link is to the USDA Nondiscrimination Statement and the next link is to the Child Nutrition Unit main webpage. Additionally, there is a link to log out of the system.

# Steps For Preforming A Match

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match Reports User Guide

- Instant Match
- Upload and Process

Match History

ication

computer system and is the property of the Arkansas Department of Education. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Human Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Human Services personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

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- Click on the **Match** dropdown list.

# Step 1 – Performing A Student Match

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match Reports User Guide

- Instant Match
- Upload and Process

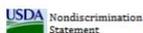
Match History

computer system and is the property of the Arkansas Department of Education. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Human Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Human Services personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Close Browser session IMMEDIATELY if you do not agree to the conditions stated in this warning.



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- **Select Instant Match** from the dropdown list.

# Step 2 – Performing A Student Match

[ADE DC](#)
[Arkansas.gov](#)
[Agencies](#)
[Online Services](#)
[State Directory](#)

[Contact Us](#)
[Log Off](#)



[Match](#)
[Reports](#)
[User Guide](#)



Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )



SSN:

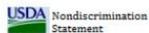
First Name:

Last Name:

Date Of Birth:

Match

Reset



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- The Instant Match screen displays.

# First Method - Enter Student's SSN

ADE DC Arkansas.gov Agencies Online Services State Directory Contact Us Log Off

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**Child Nutrition Unit**  
Direct Certification

Arkansas Department of Education  
LEADERSHIP SUPPORT SERVICE

Match Reports User Guide

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

SSN:  
 ×

First Name:

Last Name:

Date Of Birth:

Match Reset

USDA Nondiscrimination Statement

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cnu

- The first way to perform an instant match is to enter the student's **SSN** and then select **Match**.

# Match Results Display


[Match](#) [Reports](#) [User Guide](#)

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

Exact Match 

SSN:

First Name:

Last Name:

Date Of Birth:

Match

Reset

- An exact match occurs.

# Second Method – FN, LN & DOB

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match Reports User Guide

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

SSN:

Enter student SSN

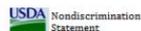
First Name:

Last Name:

Date Of Birth:

Match

Reset



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- The second way to perform a match is to **enter** the student's First Name, Last Name, Date of Birth and then **select Match**.

# Match Results Display

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match Reports User Guide

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

Exact Match

SSN:

Enter student SSN

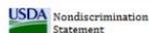
First Name:

Last Name:

Date Of Birth:

Match

Reset



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- An exact match occurs.

# Third Method – SSN, FN, LN & DOB

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match Reports User Guide

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

SSN:

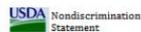
First Name:

Last Name:

Date Of Birth:

Match

Reset



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- The third way to perform an Instant Match is to **enter** the student's SSN, First Name, Last Name, Date of Birth and then **select Match**.

# Match Results Display



[Match](#) [Reports](#) [User Guide](#)

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

 Exact Match  

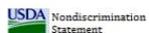
SSN:

First Name:

Last Name:

Date Of Birth:

[Match](#) [Reset](#)



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Again, an exact match occurs.

# Steps For Processing Student's Files

ADE DC Arkansas.gov Agencies Online Services State Directory Contact Us Log Off



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**Child Nutrition Unit**  
 Direct Certification

Arkansas Department of Education  
 LEADERSHIP  
 SUPPORT  
 SERVICE

Match Reports User Guide

Instant Match  
 Upload and Process  
 Match History

Instant Match ( You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields )

**First Name:**  
 Enter student First Name

**Last Name:**  
 Enter student Last Name

**Date Of Birth:**  
 Enter student DOB (mm/dd/yyyy)

Match Reset

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CNU

- To process a student's file **click** on the Match dropdown list and **select** Upload and Process.

# Step 1 - Processing Student's Files

ADE DC Arkansas.gov Agencies Q Online Services Q State Directory

Contact Us Log Off



Arkansas Department of Education  
**Child Nutrition Unit**  
Direct Certification



Match Reports User Guide

Student File Processing

School District:  
Pangburn School District

School:  
-- Select School --

Students File:  
Select File

Match File Reset



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- **Step 1: Select** the School dropdown arrow.

# Step 2- Processing Student's Files

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Contact Us Log Off



Match Reports User Guide

## Student File Processing

### School District:

Pangburn School District

### School:

Select School  
PANGBURN ELEMENTARY SCHOOL  
PANGBURN HIGH SCHOOL

Select File

Match File

Reset



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- Step 2: Select the school.

# Step 3- Processing Student's Files

ADE DC Arkansas.gov Agencies Online Services State Directory

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Match Reports User Guide

## Student File Processing

### School District:

Pangburn School District

### School:

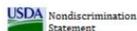
PANGBURN ELEMENTARY SCHOOL

### Students File:

Select File

Match File

Reset



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- Step 3: The school is displayed.

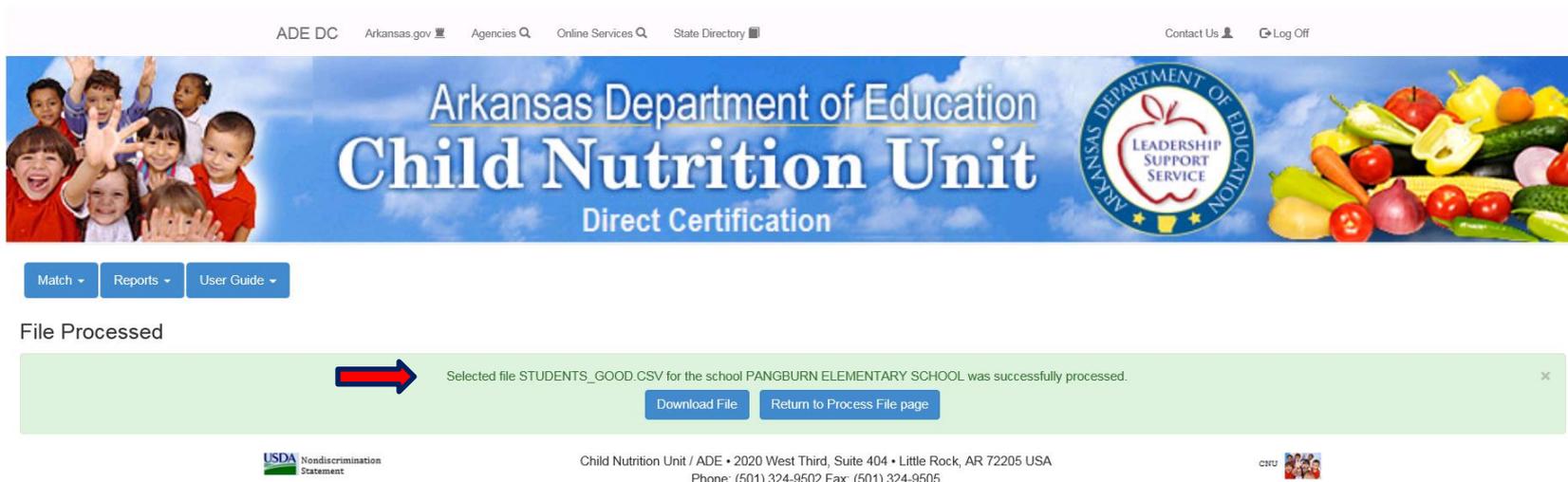
# Step 4 - Processing Student's Files

The screenshot shows a web application interface for uploading student files. The interface includes a header with "ADE DC" and "Ark" logos, a navigation bar with "Match", "Reports", and "User Guide" buttons, and a main content area with "School District: Pangburn School District", "School: PANGBURN ELEMENTARY SCHOOL", and "Students File: Select File" button. A "Choose File to Upload" dialog box is open, showing a file list with columns for Name, Date modified, Type, and Size. A red arrow points to the "Students\_Bad.csv" file. The dialog also shows a file name input field and "Open" and "Cancel" buttons.

Name	Date modified	Type	Size
LEA 6006 Sample.csv	5/2/2014 2:05 PM	CSV File	3,256 KB
Students_Bad.csv	5/29/2014 11:08 AM	CSV File	1 KB
Students_Good.csv	6/3/2014 4:27 PM	CSV File	2 KB
Students_GoodMikes.csv	7/22/2014 2:15 PM	CSV File	2 KB

- **Step 4: Select the student's file.**

# Step 5 - Processing Student's Files



The screenshot displays the website for the Arkansas Department of Education's Child Nutrition Unit. The header includes navigation links for 'ADE DC', 'Arkansas.gov', 'Agencies', 'Online Services', and 'State Directory'. A 'Contact Us' and 'Log Off' link is also present. The main banner features a group of diverse children, the text 'Arkansas Department of Education Child Nutrition Unit Direct Certification', the department's logo, and a variety of fresh vegetables. Below the banner are three dropdown menus: 'Match', 'Reports', and 'User Guide'. A green notification bar states: 'Selected file STUDENTS\_GOOD.CSV for the school PANGBURN ELEMENTARY SCHOOL was successfully processed.' A red arrow points to this message. Below the message are two buttons: 'Download File' and 'Return to Process File page'. The footer contains the USDA Nondiscrimination Statement, the unit's address (2020 West Third, Suite 404, Little Rock, AR 72205 USA), and contact information (Phone: (501) 324-9502, Fax: (501) 324-9505).

- Step 5: The students file is processed.

# Step 6 - Processing Student's Files

ADE DC Arkansas.gov Agencies Online Services State Directory Contact Us Log Off



Arkansas Department of Education  
**Child Nutrition Unit**  
Direct Certification



Match Reports User Guide

File Processed

Selected file STUDENTS\_GOOD.CSV for the school PANGBURN ELEMENTARY SCHOOL was successfully processed.

 [Download File](#) [Return to Process File page](#)

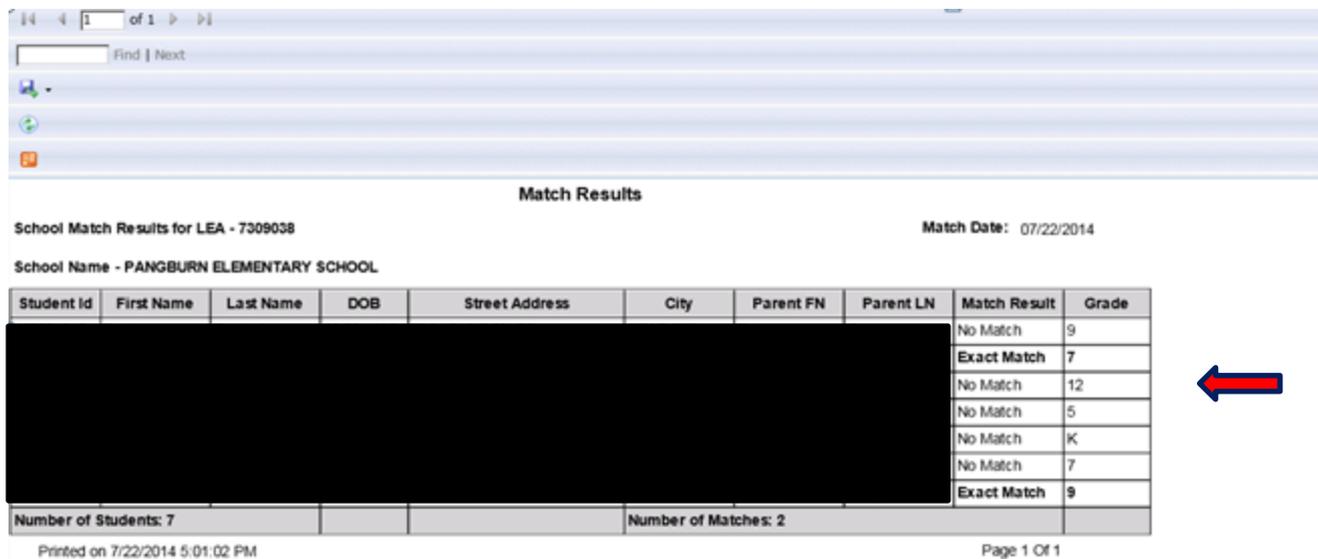
USDA Nondiscrimination Statement

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- **Step 6:** **Click** on the **Download File** button to download the student's file.

# Step 7- Processing Student's Files



Match Results

School Match Results for LEA - 7309038 Match Date: 07/22/2014

School Name - PANGBURN ELEMENTARY SCHOOL

Student Id	First Name	Last Name	DOB	Street Address	City	Parent FN	Parent LN	Match Result	Grade
[REDACTED]								No Match	9
								Exact Match	7
								No Match	12
								No Match	5
								No Match	K
								No Match	7
								Exact Match	9
Number of Students: 7				Number of Matches: 2					

Printed on 7/22/2014 5:01:02 PM Page 1 Of 1

- Step 7 - Match Results are displayed.

# Step 8 – Processing Student’s Files

MatchResults - Report Viewer - Internet Explorer

http://cm-aps-cn-srs-q1/ReportServer/Pages/ReportViewer.aspx?%2fADEDC%2fMatchRes ADE Direct Certification MatchResults - Report Viewer

1 of 1 Find | Next

**Match Results**

School Match Results for LEA - 7309038 Match Date: 07/22/2014

School Name - PANGBURN ELEMENTARY SCHOOL

Student Id	First Name	Last Name	DOB	Street Address	City	Parent FN	Parent LN	Match Result	Grade
[REDACTED]								No Match	9
								Exact Match	7
								No Match	12
								No Match	5
								No Match	K
								No Match	7
								Exact Match	9
Number of Students: 7				Number of Matches: 2					

Printed on 7/22/2014 5:06:41 PM Page 1 Of 1

- **Step 8** - **Click** on the **X** in the browser tab to close the report.

# Step 1 – Select Reports

ADE DC Arkansas.gov Agencies Online Services State Directory Contact Us Log Off



Match Reports User Guide

District Reports Student File Processing

**School District:**  
Pangburn School District

**School:**  
-- Select School --

**Students File:**  
Select File

Match File Reset

USDA Nondiscrimination Statement

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- Step 1 - **Select Reports** from the menu bar.

# Step 2 – Select District Reports

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match Reports User Guide

District Reports

Student File Processing

**School District:**

Pangburn School District

**School:**

--- Select School ---

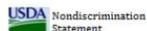


**Students File:**

Select File

Match File

Reset



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- Step 2 - **Select** District Reports from the dropdown list.

# Step 3 – Select The District Match Report

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Contact Us Log Off



Match Reports User Guide

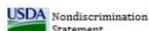
## District Reports

### Pangburn School District

Match Report for the district: "Pangburn School District"



Match Results Access Report for the district: "Pangburn School District"



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- Step 3 - **Select** Match Report for the District.

# Step 4 - Select The Match Report

1 of 1

Find | Next

## Match Results for Pangburn School District



Match Date	Matched By
<a href="#">07/22/2014</a>	7309dcertx
<a href="#">07/17/2014</a>	-1

Printed on 7/22/2014 5:23:43 PM

Page 1 Of 1

- Step 4 – **Select** the desired match report. In this example, the July 22, 2014 report is selected.

# Step 5 – The Match Results Display



## Match Results

Match Date: 07/22/2014

School : PANGBURN ELEMENTARY SCHOOL

Student Id	First Name	Last Name	DOB	Street Address	City	Parent FN	Parent LN	Match Result	Grade
[REDACTED]								No Match	9
								Exact Match	7
								No Match	12
								No Match	5
								No Match	K
								No Match	7
								Exact Match	9
<b>Number of Students: 7</b>				<b>Number of Matches: 2</b>					

Number of District Students: 7

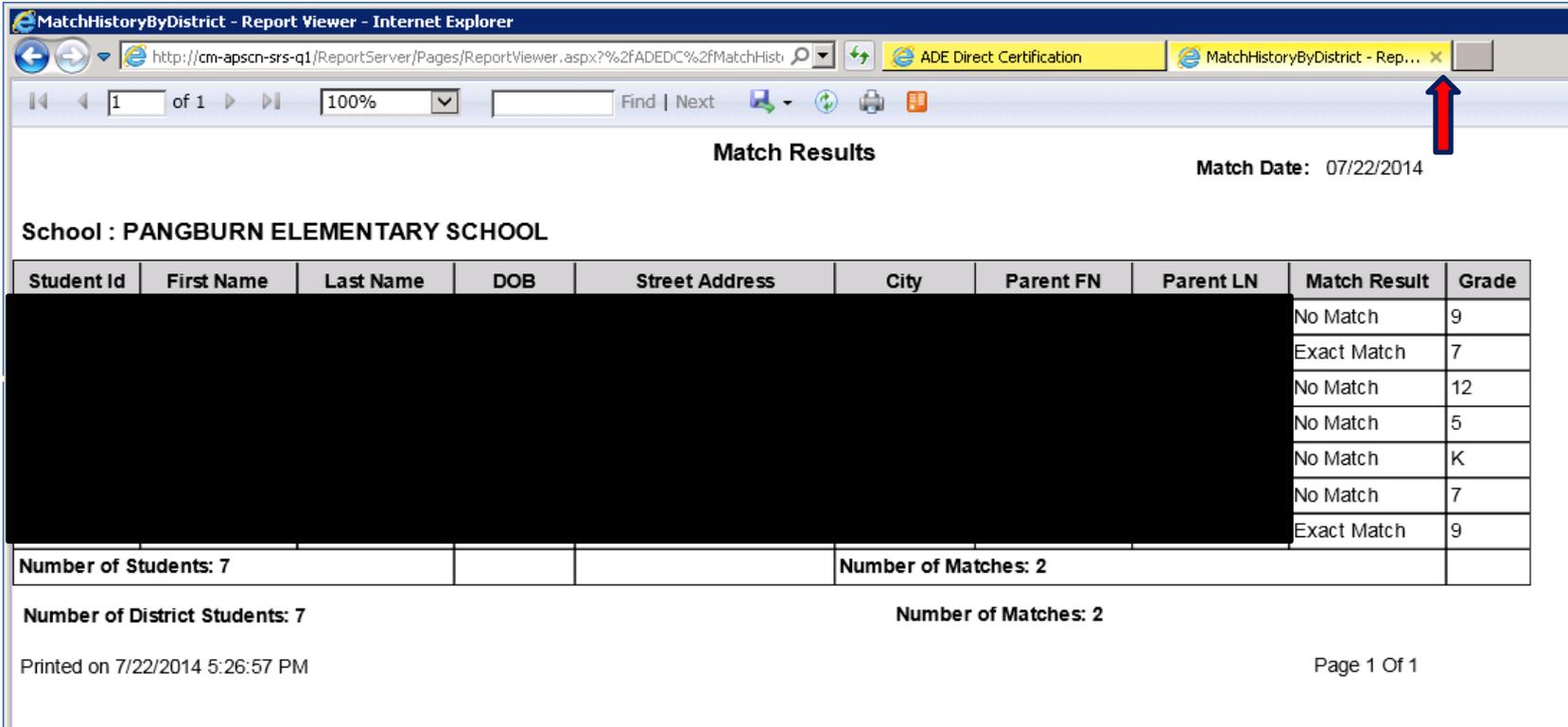
Number of Matches: 2

Printed on 7/22/2014 5:26:57 PM

Page 1 Of 1

- **Step 5 – The student match results display.**

# Step 6 – Close The Match Results Report



MatchHistoryByDistrict - Report Viewer - Internet Explorer

http://cm-apscn-srs-q1/ReportServer/Pages/ReportViewer.aspx?%2fFADEDC%2fMatchHist

ADE Direct Certification

MatchHistoryByDistrict - Rep... X

1 of 1 100%

Match Results Match Date: 07/22/2014

School : PANGBURN ELEMENTARY SCHOOL

Student Id	First Name	Last Name	DOB	Street Address	City	Parent FN	Parent LN	Match Result	Grade
[REDACTED]								No Match	9
[REDACTED]								Exact Match	7
[REDACTED]								No Match	12
[REDACTED]								No Match	5
[REDACTED]								No Match	K
[REDACTED]								No Match	7
[REDACTED]								Exact Match	9

Number of Students: 7 Number of Matches: 2

Number of District Students: 7 Number of Matches: 2

Printed on 7/22/2014 5:26:57 PM Page 1 Of 1

- Step 6 - **Click** on the X in the browser tab to close the report.

# Step 1 - Select Match Results Access Report

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off

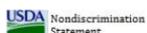


Match Reports User Guide

District Reports

Pangburn School District

- Match Report for the district: "Pangburn School District"
- Match Results Access Report for the district: "Pangburn School District"



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- Step 1 – **Select** the Match Results Access Report for the district report.

## Step 2 – Select The Match Results Access Report

Start Date   NULL End Date   NULL

1 of 1

Find | Next

**Match Results Access**

District / School	No. of Times Accessed
<a href="#">Pangburn School District</a>	12

Printed on 7/22/2014 5:41:08 PM Page 1 of 1

- Step 2 – **Select** the Match Results Access report. In this example Pangburn School District is selected. The report has been accessed 12 times.

# Step 3 - The Match Activity Details Report Displays



## Match Activity Details

District / School	Access Date	User ID	User LEA
Pangburn School District	7/22/2014 5:41:05 PM	7309dcertx	7309
Pangburn School District	7/22/2014 5:23:41 PM	7309dcertx	7309
Pangburn School District	7/22/2014 2:06:01 PM	7309dcertx	7309
Pangburn School District	7/22/2014 2:00:56 PM	7309dcertx	7309
Pangburn School District	7/22/2014 1:57:22 PM	7309dcertx	7309
Pangburn School District	7/22/2014 10:20:25 AM	7309dcertx	7309
Pangburn School District	7/21/2014 11:23:00 AM	7309dcertx	7309
Pangburn School District	7/21/2014 11:20:12 AM	7309dcertx	7309
Pangburn School District	7/17/2014 11:17:46 AM	7309dcertx	7309
Pangburn School District	7/17/2014 11:17:03 AM	7309dcertx	7309
Pangburn School District	7/16/2014 12:46:07 PM	7309dcertx	7309
Pangburn School District	7/16/2014 12:44:54 PM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:54 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:38 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:24 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:12 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 2:33:21 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 2:33:05 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 2:31:44 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/17/2014 2:02:46 PM	7309dcertx	7309

Printed on 7/22/2014 5:50:45 PM

Page 1 Of 1

- Step 3 - The Match Activity Details report is displayed.

# Step 4 – Close The Match Activity Details Report

MatchResultAccess - Report Viewer - Internet Explorer

http://cm-aps-cn-srs-q1/ReportServer/Pages/ReportViewer.aspx?%2FAEDC%2fMatchResi ADE Direct Certification MatchResultAccess - Report ... X

1 of 1 100% Find | Next

### Match Activity Details

District / School	Access Date	User ID	User LEA
Pangburn School District	7/22/2014 5:41:05 PM	7309dcertx	7309
Pangburn School District	7/22/2014 5:23:41 PM	7309dcertx	7309
Pangburn School District	7/22/2014 2:06:01 PM	7309dcertx	7309
Pangburn School District	7/22/2014 2:00:56 PM	7309dcertx	7309
Pangburn School District	7/22/2014 1:57:22 PM	7309dcertx	7309
Pangburn School District	7/22/2014 10:20:25 AM	7309dcertx	7309
Pangburn School District	7/21/2014 11:23:00 AM	7309dcertx	7309
Pangburn School District	7/21/2014 11:20:12 AM	7309dcertx	7309
Pangburn School District	7/17/2014 11:17:46 AM	7309dcertx	7309
Pangburn School District	7/17/2014 11:17:03 AM	7309dcertx	7309
Pangburn School District	7/16/2014 12:46:07 PM	7309dcertx	7309
Pangburn School District	7/16/2014 12:44:54 PM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:54 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:38 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:24 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 3:33:12 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 2:33:21 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 2:33:05 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/18/2014 2:31:44 AM	7309dcertx	7309
PANGBURN ELEMENTARY SCHOOL	7/17/2014 2:02:46 PM	7309dcertx	7309

Printed on 7/22/2014 5:50:45 PM Page 1 Of 1



- Step 4 - **Click** on the X in the browser tab to close the report.

# Step 5 – The District Reports Page Displays

ADE DC Arkansas.gov Agencies Online Services State Directory Contact Us Log Off



Match Reports User Guide

District Reports

**Pangburn School District**

- Match Report for the district: "Pangburn School District"
- [Match Results Access Report for the district: "Pangburn School District"](#)

USDA Nondiscrimination Statement

Child Nutrition Unit / ADE • 2020 West Third, Suite 404 • Little Rock, AR 72205 USA  
Phone: (501) 324-9502 Fax: (501) 324-9505

cntu

- Step 5 - The District Reports page is displayed.

# Step 1 – Start The User Guide Video

ADE DC Arkansas.gov Agencies Online Services State Directory

Contact Us Log Off



Match

User Guide

- User Guide (english)
- User Guide (spanish)

Match History

School District:

Pangburn School District

School:

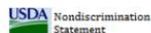
--- Select School ---

School Name

Match Date

Matched By

There are no items to display

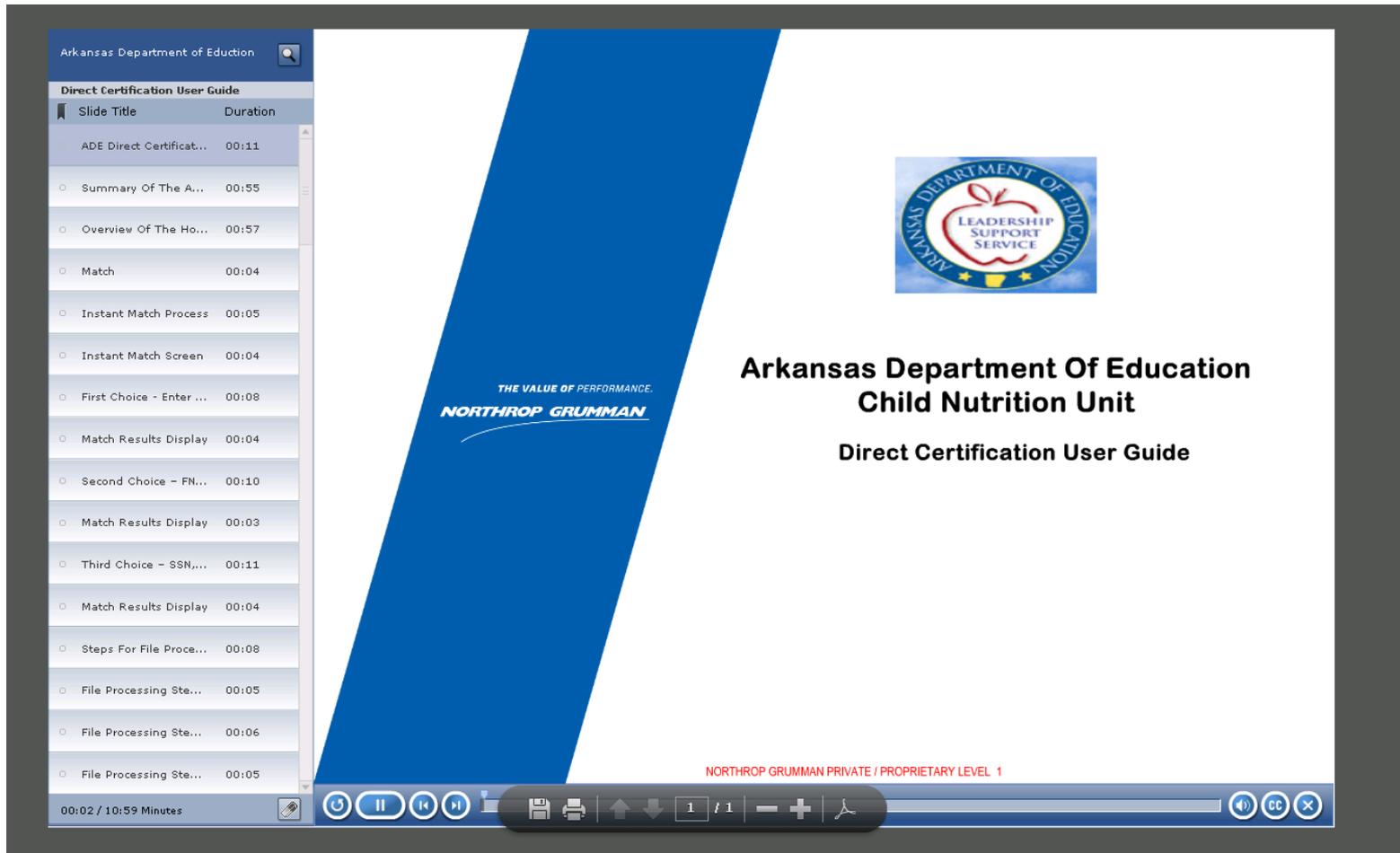


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**Step 1 - Select the User Guide from the dropdown list.**

## Step 2 – The User Guide Video Begins



Arkansas Department of Education

**Direct Certification User Guide**

Slide Title	Duration
ADE Direct Certificat...	00:11
Summary Of The A...	00:55
Overview Of The Ho...	00:57
Match	00:04
Instant Match Process	00:05
Instant Match Screen	00:04
First Choice - Enter ...	00:08
Match Results Display	00:04
Second Choice - FN...	00:10
Match Results Display	00:03
Third Choice - SSN,...	00:11
Match Results Display	00:04
Steps For File Proce...	00:08
File Processing Ste...	00:05
File Processing Ste...	00:06
File Processing Ste...	00:05

Arkansas Department of Education  
LEADERSHIP  
SUPPORT  
SERVICE

**Arkansas Department Of Education  
Child Nutrition Unit  
Direct Certification User Guide**

THE VALUE OF PERFORMANCE.  
**NORTHROP GRUMMAN**

NORTHROP GRUMMAN PRIVATE / PROPRIETARY LEVEL 1

00:02 / 10:59 Minutes

Step 2 - The user guide video begins.

# End of Presentation

***NORTHROP GRUMMAN***

The logo consists of the words "NORTHROP GRUMMAN" in a bold, italicized, blue sans-serif font. A thin blue curved line starts under the "N" and sweeps upwards and to the right, ending under the "N" of "GRUMMAN".

***THE VALUE OF PERFORMANCE.***

***NORTHROP GRUMMAN***

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