myFOODS Secondary User Access

Instructions: Complete the following form to request a secondary user for your myFOODS account that is not affiliated with your district but works with your delivery sites to ensure that meals are served.

Name: _____

Email: _____

District/School Name: _____

_____

Phone Number: _____

Relationship to District: _____

CTDS Number: _____

Username: ☐ ☐ ☐ ☐ ☐ ☐ ☐

1st initial of first name & first 6 (or less) letters of last name (ex: jdoe)

Password: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

(all lower case)   **5-10 characters (alpha, numeric, or a combination)**

Does this user also need access to FFAVORS*?   YES_____   NO_____

*If Yes, HNS will provide additional information about acquiring this access.

Save your User ID and Password in a safe place and return this form to **ContactHNS@azed.gov**

I authorize the following user to receive access to the myFOODS Online Ordering System and by providing access to myFOODS

I understand that this user is secondary to the management of entitlement dollars and food ordered through the system. Any transfers of entitlement must have the primary and secondary users included in the request and send to ContactHNS@azed.gov.

I understand that as the Recipient Agency of the USDA Foods Program and School Food Authority of the National School Lunch Program, the management of the myFOODS Online Ordering System is ultimately my responsibility. I agree to monitor myFOODS monthly to ensure that foods are ordered and used correctly

ADE Acceptable Use Policy

Data Security: Users must safeguard their login ID and password for disclosure to any person. Users may not access a computer account that belongs to another user. users must use their own login ID and password only, are responsible for all activity on their login ID and must report any known or suspected compromise of their ID to ADE Network Administration.

Authorized Signer Signature:_____   **Date:** _____

New Secondary User Signature:_____   **Date:** _____