



MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

CNPWeb User Access and Updates

CNPWeb and User Accounts

- Welcome to CNPWeb! By now you most likely have a CNPWeb account set up.
- If you need to request an account, you may email a CNPWeb User Access Form to my email at: Miles.L.Laidlaw@maine.gov
- This presentation will walk through account maintenance and password resets

CNPWeb User Access Form

SNP Applications E-Reviews Accounting Maintenance Reports Help Programs

Program Year: 2025 Sponsor: No Sp

Help Documents

Document Type: Help Documents Program Year: 2025

Sort	Program	Form Description	PDF	DOC	XLS	TXT	Last Updated
0	NSLP	SNP Annual Financial Report Instruction PDF (Other Download is the Webinar)					Last Updated Date
0	NSLP	SNP October Survey Quick Guide (Other = Webinar)					Last Updated Date
2	NSLP	AFR- Income Reimbursement Quick Guide					Last Updated Date
3	NSLP	District Claim Approver Instructions					Last Updated Date
4	NSLP	Sponsor and Site Claims Reference Guide					Last Updated Date
7	NSLP	SY25 Annual Application Packet Reference Guide					Last Updated Date
8	NSLP	CNPWeb User Access Request Form					Last Updated Date
9	NSLP	Child Nutrition Acronyms					Last Updated Date
10	NSLP	CNPWeb Administrative Review Quick Guide for SFA's					Last Updated Date

ME **DOE**

CNPWeb User Request Form

Complete this form to add, modify or delete a user in CNPWeb. Submit this form as often as changes occur to reflect only those currently approved to enter data and/or approve claims. This form must be signed by the Sponsor's Executive Contact. This is the person with the legal authority to sign documents on behalf of the sponsor. Email the completed form to child.nutrition@maine.gov.

The Sponsor Application in CNPWeb must be updated accordingly, please update the Sponsor Information Sheet.

Sponsor/LEA Name as it appears in CNPweb: _____

Name: _____ New User Modify User Inactivate User

Title: _____

Email: _____ Phone: _____

COMPLETE THIS SECTION TO ADD/MODIFY A USER:

User Group Column	Program Columns -Select box for which access is requested			
	SNP School Nutrition Program	FDP Food Distribution Program	SFSP Summer Food Service Program	CACFP At Risk After School Program
Sponsor Admin Annual Application Packet; Monthly Claim for Reimbursement; SNP October Survey; SNP Verification; SNP Fresh Fruit & Vegetable Application (if applicable); FDP (USDA Foods) Application & Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claim Approver Approves the Monthly Claim for Reimbursement. Cannot enter or edit information.	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A
Verification Only Only has access to the SNP Verification module to enter & edit verification information.	<input type="checkbox"/>	N/A	N/A	N/A
View Only Can view information but not edit or delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As the Executive Contact for the above named organization, I am requesting the changes listed on this form.

Signature of Executive Contact - Legal Agent _____
(Superintendent/Head of School/Director):

Print Name of Executive Contact - Legal Agent _____
(Superintendent/Head of School/Director):

Title: _____ Date: _____

The Sponsor Application in CNPWeb must be updated accordingly, please update the Sponsor Information Sheet.

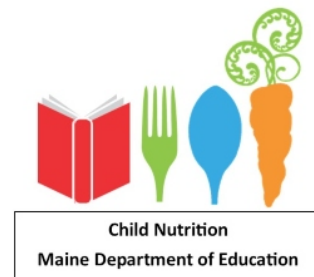
State Use Only: _____ Date: _____ Change Complete: Initials: _____

- Can be found in SNP > Program Year (2026)
- > Help Documents

But What If You Can't Login?

Welcome to 

1. Select Forgot Password



Sign In

Enter User Id:

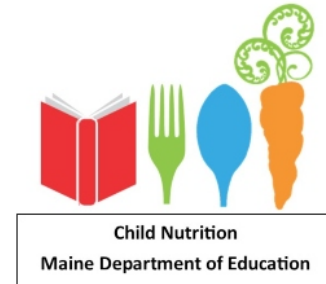
Enter Password:

[Forgot User ID?](#)
Contact Maine DOE at (207)624-6842
[Forgot Password?](#)

But What If You Can't Login?

Welcome to 

1. Select Forgot Password
2. Enter your Username –
Most likely your First Initial and
Last Name, but can vary
3. Click Submit



Forgot Password

Enter User Id:

Enter your User Id and click on the Submit button to have a new temporary password generated and sent to your e-mail address.

But What If You Can't Login?

4. An email will be sent to the Email address associated with Your CNPWeb account

Welcome to 


An email has been sent to you with a temporary password, which you can use to log in. You will be prompted to provide a new password. If you do not receive an e-mail please contact the state agency. x



Child Nutrition
Maine Department of Education

Forgot Password

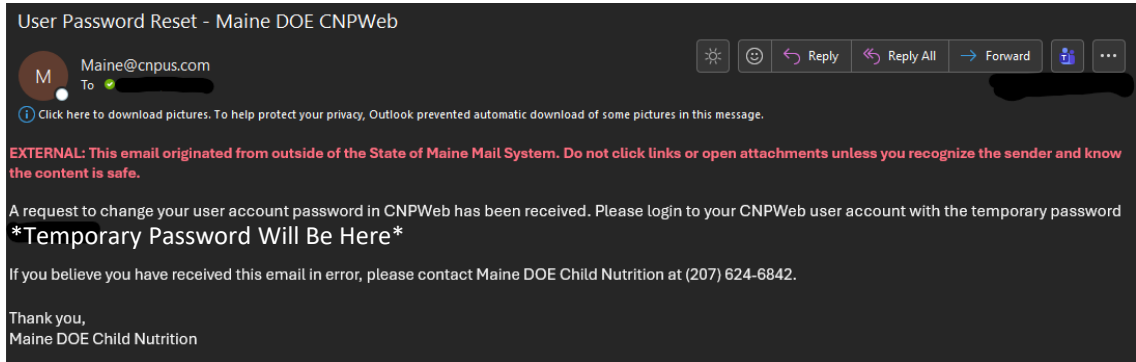
Enter User Id:



Enter your User Id and click on the Submit button to have a new temporary password generated and sent to your e-mail address.

But What If You Can't Login?

4. An email will be sent to
The email address associated
with your CNPWeb account
5. A Temporary Password will
be emailed to you. Use this to
log in.



But What If You Can't Login?

Welcome to  **CNPweb™**

7. Now, head back to CNPWeb.
Enter your username, and
Enter the **Temporary Password**
sent to you in the email request.
Do NOT enter the password you
have been using.



Child Nutrition
Maine Department of Education

Sign In

Enter User Id:

Enter Password:

[Forgot User ID?](#)
Contact Maine DOE at (207)624-6842
[Forgot Password?](#)

Login

But What If You Can't Login?

8. Under Enter Current Password:
Enter your **Temporary Password** again

Under Enter New Password, you may
Create a new password according to the
Password Guidelines listed in the Yellow
Box.



Password Change Required

Enter Current Password:

Enter New Password:

Re-Enter New Password:

Password Guidelines:
The password must have a minimum length of fifteen (15) characters.
Cannot contain any part of the user's account name.
Cannot contain any dictionary word, unless in conjunction with an additional eight (8) characters and meeting all other criteria in this section.
Cannot contain any common or standard phrase.
Cannot contain keyboard patterns or obvious sequences ("qwerty" or "345ertDFG").
Must contain a mixture of at least one (1) uppercase, and at least one (1) lowercase alphabetic character.
Must contain at least one (1) numeric character.
Must contain at least one (1) special character from amongst the following:
([] , . < > ; ' ? \ \ - ! @ # \$ % ^ & * () _ + =)

[Change](#) [Cancel](#)

But What If You Can't Login?

Welcome to 

9. Return to the Login Page
and you should now be able
to log in with your newly
created password



Child Nutrition
Maine Department of Education

Sign In

Enter User ID:

Enter Password:

[Forgot User ID?](#)
Contact Maine DOE at (207)624-6842
[Forgot Password?](#)

CNPWeb Account Maintenance

- Now that you are able to log in and maintain your account, you may navigate CNPWeb.
- CNPWeb accounts must be active (i.e. logging in) at least once a year to maintain access.
- Please periodically check your active users.
- Users no longer with your organization must be requested to be removed.

Checking in on Users

Now that you are able to log in,
Select your Program

In this case SNP

Program Selection

Program Code	Program Description
SNP	School Nutrition Programs
CACFP	Child and Adult Care Food Program
SFSP	Summer Food Service Program
FDP	Food Distribution Program (USDA Foods)

Checking in on Users

Program Year Selection

Program Year	Program Begin Date	Program End Date
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025
2026	July 1, 2025	June 30, 2026

Select a Program Year,
In this case 2026













Checking in on Users

The screenshot shows a web application interface. At the top, there is a dark purple navigation bar with the following items: SNP, Applications (dropdown), E-Reviews (dropdown), Accounting (dropdown), Maintenance (dropdown), Reports (dropdown), Help (dropdown), and Programs (dropdown). Below the navigation bar, there is a light green status bar displaying "Program Year: 2026" and "Sponsor: 14-Auburn Public Schools".

A dropdown menu is open under the "Applications" menu item, with "Sponsor Summary" highlighted in a red circle. Other options in the dropdown include "Form Status".

Below the dropdown, the page title is "Auburn Public Schools (14)". There is a secondary navigation bar with tabs: Checklist, Applications, Forms (active), Activities, Claims, Payments, and Users. Below this is a sub-header "Androscoggin County".

The main content area is a table with the following columns: Form Name, Revision, Status, Date Approved, and Action. The table lists several forms:

Form Name	Revision	Status	Date Approved	Action
FFVP Auburn Middle School (25)				
FFVP East Auburn Community School (15)				
FFVP Fairview School (16)				
FFVP Park Avenue Elementary School (27)				 
FFVP Sherwood Heights Elementary Sch (24)				 
FFVP Walton School (21)				 
FFVP Washburn School (19)				 
October Survey				 
Annual Financial Report				
Community Eligibility Provision Notification				

Your Sponsor will be listed at the top right

Ensure you are in Sponsor Summary by selecting the Applications dropdown and selecting Sponsor Summary

Checking in on Users

SNP Applications ▾ E-Reviews ▾ Accounting ▾ Maintenance ▾ Reports ▾ Help ▾ Programs ▾

Program Year: 2026 Sponsor: 14-Auburn Public Schools

Sponsor Summary

Auburn Public Schools (14)

Checklist Applications Forms Activities Claims Payments **Users**

Androscoggin County

User Name	Title	E-Mail Address	Phone Number	Last Login
User Info Here				2/6/2026
User Info Here				2/18/2026

Select the Users tab on the Sponsor Summary page

All Users listed here are still active. Please ensure there are no Users on this list who are no longer with you.

If you wish to remove a User, please sign and return a CNPWeb User Access Request Form


CNPWeb User Access Form

SNP Applications E-Reviews Accounting Maintenance Reports Help Programs

Help Documents Program Year: 2025 Sponsor: No Sp

Help Documentation Document Type: Help Documents Program Year: 2025


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The Sponsor Application in CNPWeb must be updated accordingly, please update the Sponsor Information Sheet.



Sponsor/LEA Name as it appears in CNPweb: <input style="width: 100%;" type="text"/>					
Name: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> New User	<input type="checkbox"/> Modify User	<input checked="" type="checkbox"/> Inactivate User		
Title: <input style="width: 80%;" type="text"/>					
Email: <input style="width: 80%;" type="text"/>	Phone: <input style="width: 100%;" type="text"/>				
COMPLETE THIS SECTION TO ADD/MODIFY A USER:					
User Group Column	Program Columns -Select box for which access is requested				
User Group: select ONE from this column ↓	Scroll across to select programs district participates in →	SNP School Nutrition Program	FDP Food Distribution Program	SFSP Summer Food Service Program	CACFP At Risk After School Program
Sponsor Admin Annual Application Packet; Monthly Claim for Reimbursement; SNP October Survey; SNP Verification; SNP Fresh Fruit & Vegetable Application (if applicable); FDP (USDA Foods) Application & Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claim Approver Approves the Monthly Claim for Reimbursement. Cannot enter or edit information.	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Verification Only Only has access to the SNP Verification module to enter & edit verification information.	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>	N/A
View Only Can view information but not edit or delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As the Executive Contact for the above named organization, I am requesting the changes listed on this form.					
Signature of Executive Contact – Legal Agent <input style="width: 80%;" type="text"/>					
Print Name of Executive Contact – Legal Agent <input style="width: 80%;" type="text"/>					
Title: <input style="width: 80%;" type="text"/>					Date: <input style="width: 100%;" type="text"/>
The Sponsor Application in CNPWeb must be updated accordingly, please update the Sponsor Information Sheet.					
State Use Only: Date: _____ Change Complete: <input type="checkbox"/> Initials: _____					

Navigate to the form as discussed at the beginning of the presentation.

Please select Inactivate User and fill out the User's information who is no longer active in CNPWeb.

Return it to Miles.L.Laidlaw@maine.gov

Important Notes

- When Users are updated, please ensure all information is up to date.
- Please update contact information for the User on the CNPWeb User Request Form and send it back to Miles.L.Laidlaw@maine.gov
- This is our primary contact information for you – it is important to keep this updated!

Sponsor/LEA Name as it appears in CNPweb: <input type="text"/>			
Name: <input type="text"/>	New User	Modify User	Inactivate User
Title: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email: <input type="text"/>	Phone: <input type="text"/>		
COMPLETE THIS SECTION TO ADD/MODIFY A USER:			



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Find Us Online!



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@mainedepted



@mdoenews



@MaineDepartmentofEducation1

