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FOOD AND NUTRITION DIVISION - FOOD DISTRIBUTION UNIT
UPDATE & REQUEST FOR ACCESS

Recipient Agency: _____ Recipient Agency #:_____

To update incorrect contact information in the Arkansas Commodity Distribution System (ACDS) complete the following steps:

- In ACDS, go to the screen(s) that require changes: Agency, Sub-Agent, or User Information.
- Type the correct information in the fields that are incorrect, print the screen, circle change(s).

Note: This process **does not** save the changes you entered. The Food Distribution Unit (FDU) has the only access to make changes in ACDS.

To replace contact information or add a new user, please answer the questions below and provide signatures at the bottom of the form to allow changes to your account.

SEND COMPLETED FORM AND A COPY OF ANY SCREEN(S) TO THE FOOD DISTRIBUTION UNIT VIA EMAIL

1. Is the account being replaced by a new Child Nutrition Director (CND) or Superintendent? ☐ YES ☐ NO
[If yes, fill out the information below. If no, continue to number two.]

Print Name: _____Title: _____

Signature: _____ Date: _____

Email Address: _____

Phone #: _____Personal Emergency #: _____

Account being replaced (if known): _____ Title:_____

2. Does the Agency request a new user (who is not the CND/Superintendent) to gain access to ACDS? ☐ YES ☐ NO
[If yes, fill out the information below.]

Print Name: _____ Title: _____

Signature: _____ Date: _____

Email Address:_____

Phone #: _____ Request approved by: _____

3. Read the disclosure statement and provide both signatures to allow changes to your account.

By signing this form, you are stating that you have supplied complete and accurate information pertaining to the Agency. It is the responsibility of the Child Nutrition Director to monitor the access of any authorized users in ACDS.

CND Signature:X_____Date:_____

Superintendent Signature:X_____Date:_____

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