Accessing the Harvest Child Nutrition System

How to Access the Harvest Child Nutrition System Landing Page

The first thing you must do is go to the [Harvest Child Nutrition System](#).

Access for New Users

Follow these steps to obtain a new User ID:

1. Go to the [Harvest Child Nutrition System](#).
2. Click on the "New User?" link.
3. Search for and Select the Organization for which you work.
4. Select the Role you are requesting (usually Data Entry).
5. If you request Authorized Representative access:
   a. School Nutrition Program: The SFA Business Manager or Superintendent/Head of School must email State Director of Child Nutrition Programs, Rosie Krueger, mary.krueger@vemont.gov, to approve of the access.
   b. Child and Adult Food Program (CACFP): The program contact or director must email the CACFP Coordinator, Becca Bogart, rebecca.bogart@vermont.gov, to approve of the access.
   c. Summer Food Service Program (SFSP): The program contact or director must email the SFSP Coordinator, Jamie Sutter, [jamie.sutter@vermont.gov,](mailto:jamie.sutter@vermont.gov) approve of the access.
6. Submit your request. It will be reviewed by AOE.
7. You will receive an email with a temporary password within 48 hours if your request is approved by AOE.
8. Log on with your UserID and temporary password.
9. Complete the process of changing your password.
10. You should reach the Harvest Dashboard page.

Additional Access

1. Go to the Harvest dashboard.
2. Go to the "hamburger menu" (the three lines in the upper right corner).
3. Select "Request Additional Organization Access".
4. To request access to another organization, enter the name in "Select Organization".
5. To request additional permission levels for your current organization, go to "Select a Role". Please see step 5 of the above "Access for New Users" for information on Authorized Representative access.

Forgot Password

Follow these steps to create a new password:

1. Go to the [Harvest Child Nutrition System](#).
2. Enter your email address.
3. Click on the "Forgot Password?" link.
4. A one-time temporary password will be sent to that email address.
5. Return to the Logon page and type in the password and then click "Login."
6. Complete the Password Reset process. Your Old Password is the one-time password from the email.

In the event you are unable to complete either of these processes, please contact the AOE Helpdesk at AOE.Harvesthelp@vermont.gov.

Once you have successfully logged in to Harvest, support requests can be submitted through the process described below.

Generic Email Address

If your organization does not assign individual email addresses and has a general position-level email address, follow these steps when there is a new person in that position:

1. Follow the "Forgot Password" process outlined above.
2. Log in and go to the Harvest dashboard.
3. Go to the "hamburger menu" (the three lines in the upper right corner).
4. Select "My Profile".
5. Update the name fields and hit the "Save" button.

Name Change

Follow these steps if your name has changed and needs to be updated in the system:

1. Go to the [Harvest Child Nutrition System](#).
2. On the dashboard, go to the "hamburger menu" (the three lines in the upper right corner).
3. Select "My Profile".
4. Update the name fields, and email address, if necessary, and hit the "Save" button.

Accessing Help through Harvest

In the top right of each Harvest web page, a question mark indicating the Help Menu is displayed.

Click on "Contact Support," which will open a separate browser tab to enter the Subject and Text of a message to go to AOE. If you encounter an error message, please paste the text of that error message into the Text of the message to expedite the resolution of the issue you encountered.

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