Local Agency IWIN Orientation and Training

Person responsible	Action	Tools or forms to use
WIC Coordinator	Submits token request and WIC Token User Information form as soon as employee is hired.	Token request form is found on web or from WIC Helpdesk. WIC Token User Information form
Regional Nutrition Consultant	Confirms that employee qualifies for token.	
WIC data base administrator	Grants access to IWIN TRAIN and mails token to agency.	Get new scenarios from Web or from WIC Helpdesk
WIC Coordinator or other designated agency mentor/trainer	Prepares new employee for Training Environment by: • Providing overview of IWIN • Assuring that employee has changed soft pin and is able to log in to IWIN. • Assigning clinic schedules to use for scheduling homework scenarios. • Making sure that CPA assistance is available for support staff completing scenarios	• Helpful Hints from website • Actual observation in clinic • Instructions for changing soft pin that come with token • Policy 300.12 including Homework Checklist on page 5 found on website, in policy manual or from IWIN Helpdesk.
New employee (with assistance of mentor/trainer)	• Changes soft pin. Logs into IWIN using token. Completes homework scenarios. Returns checklist to WIC Coordinator or other designated trainer.	• Instructions for changing soft pin that come with token • Policy 300.12 including Homework Checklist found on website, in policy manual or from IWIN Helpdesk. • Quick Guide to WIC Tasks and Tabs found on website.
WIC Coordinator or mentor/trainer	• Reviews homework checklist and initials the checklist then faxes it to the WIC state office. • E-mails WICHelpDesk to request access to IWIN Production.	Homework checklist
WIC Help Desk	• Confirms that employee should be granted access to IWIN Production. • Notifies consultant that homework has been completed	
Regional Nutrition Consultant	Initials the checklist and gives back to the WIC help desk.	
WIC Help Desk	Notifies WIC data base administrator to grant access to IWIN Production	
WIC data base administrator	Grants access to IWIN Production	