

# WIC Learning Online

## Quick Start Guide

[www.nal.usda.gov/wicworks](http://www.nal.usda.gov/wicworks)

### Beginning at WIC Works

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Open your web browser

#### Supported browsers:

Microsoft® Internet Explorer® 6.x-8.0

**Notes:** Not supported on the Macintosh Operating System

Mozilla® Firefox® 3.0.7-3.0.10

**Notes:** Not supported on the Macintosh Operating System

Safari™ 3.0-3.2.2

**Notes:** Theater Player does not support Safari 3.04

Type [www.nal.usda.gov/wicworks](http://www.nal.usda.gov/wicworks) in the address line

This will take you to the WIC Works Resource System Web Site.

Click on **WIC Learning Online**

You are now in the Online Learning Section of WIC Works. From here you can **Begin the Course**, view this quick start guide, view a course tutorial, and visit the Support Center for more resources and printable job aids.

Click on **Enter the Course**

The Login Page is displayed.

### Logging into the Course

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The first time you enter the course you will need to set up a profile for yourself by selecting the First Time Users link.

**Note:** If you receive a message that “the User ID you selected is already in use”, you will need to select another User ID (try adding numbers at the beginning or end to make the User ID more unique).

The information gathered here is for tracking purposes only.

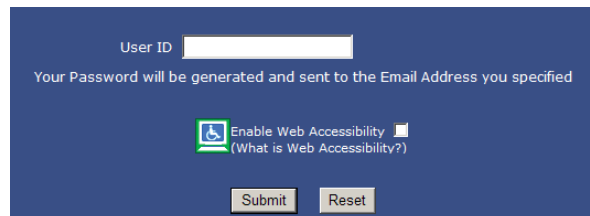
Click the Log In button.

You will see a message letting you know that a password will be sent to you via email. The email should arrive within 1-2 business days. If you do not receive an email, send a message to [wicworks@ars.usda.gov](mailto:wicworks@ars.usda.gov).

Once you receive your password, return to the login page and type in



The screenshot shows a dark blue login page. At the top, it says "First-time users, click here" in white text. Below that, it says "Registered Users" in white. There are two white input fields: "User ID" and "Password". Below the input fields, there are three links in white: "Login to SkillPort", "Reset Form", and "Forgot your Password?".



The screenshot shows a dark blue page with a white input field for "User ID". Below it, it says "Your Password will be generated and sent to the Email Address you specified". There is a checkbox labeled "Enable Web Accessibility" with a small icon and the text "(What is Web Accessibility?)". At the bottom, there are two buttons: "Submit" and "Reset".

The SkillPort WIC Learning home page is displayed.

your User ID and password to enter the course.

**Note: Every time you enter the course you will need to login via this screen.**

## Accessing the Course

Click the title of the course you want to take from the list under the My Plan section.



Access Course Back to WIC Works

SEARCH-and-LEARN™ Search Tips

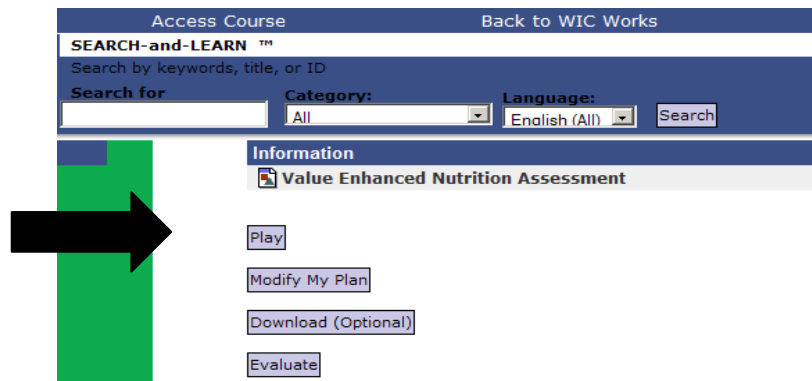
Search by keywords, title, or ID

Search for:  Category: All Language: English (All) Search

**My Plan**

	Learning Event	Due	Assigned	Controls
GO>	<a href="#">Value Enhanced Nutrition Assessment</a>	n/a	✓	
GO>	<a href="#">Feeding Infants: Nourishing Attitudes and Techniques</a>	n/a	✓	
GO>	<a href="#">Counseling Skills</a>	n/a	✓	
GO>	<a href="#">Reaching Participants Through WIC</a>	n/a	✓	
GO>	<a href="#">Health and Nutrition</a>	n/a	✓	
GO>	<a href="#">Communicating with Participants</a>	n/a	✓	↑ ↓

From the top of the Course Information page, click **Play**



Access Course Back to WIC Works

SEARCH-and-LEARN™

Search by keywords, title, or ID

Search for:  Category: All Language: English (All) Search

**Information**

[Value Enhanced Nutrition Assessment](#)

Play

Modify My Plan

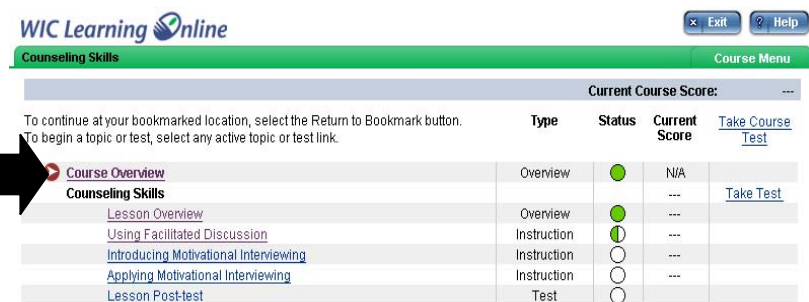
Download (Optional)

Evaluate

The course will open up to the Course Menu screen where you can access all of the modules and view your progress.

Select **Course Overview** from the left of the page to begin a guided tutorial of the course features.

At the end of the Course Overview the first module will begin.



WIC Learning Online

Exit Help

Counseling Skills Course Menu

Current Course Score: ---

To continue at your bookmarked location, select the Return to Bookmark button. To begin a topic or test, select any active topic or test link.

	Type	Status	Current Score	Take Course Test
<a href="#">Course Overview</a>	Overview	●	N/A	Take Test
<a href="#">Lesson Overview</a>	Overview	●	---	
<a href="#">Using Facilitated Discussion</a>	Instruction	●	---	
<a href="#">Introducing Motivational Interviewing</a>	Instruction	○	---	
<a href="#">Applying Motivational Interviewing</a>	Instruction	○	---	
<a href="#">Lesson Post-test</a>	Test	○	---	

For more information see the tutorial located in the “How to Get Started” section of WIC Learning Online at [http://www.nal.usda.gov/wicworks/WIC\\_Learning\\_Online/started.html](http://www.nal.usda.gov/wicworks/WIC_Learning_Online/started.html).