

WIC Learning Online

Quick Start Guide

<http://wicworks.nal.usda.gov>

Beginning at WIC Works

Open your web browser

To make sure your browser is compatible use the browser test at <http://browser.skillport.com/bh/default.asp> or view the Learner Computer Requirements at [http://www.nal.usda.gov/wicworks/WIC Learning Online/learner_workstation.pdf](http://www.nal.usda.gov/wicworks/WIC_Learning_Online/learner_workstation.pdf).

Go to <http://wicworks.nal.usda.gov>

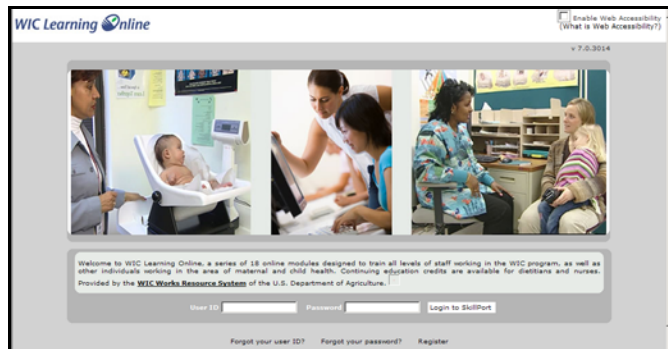
This will take you to the WIC Works Resource System Web Site.

Select **Login to WIC Learning Online** from the "I Want To" box on the right hand side of the page.

You will now begin the registration process.

Logging into the Course

The first time you enter the course you will need to set up a profile for yourself by selecting "**Register**" from the bottom right of the screen.



Complete the registration form (make sure you put in your email address so you can retrieve your password if you ever forget it. **Select a username that you will remember** (example: jsmith for Joe Smith).

Upon completion of the registration process, an email containing a password will be sent to you within 1-2 business days. Make sure to check your spam or junk mail folder if you don't see the email at first. If you don't receive your password within 2 business days, please email wicworks@ars.usda.gov so that one can be manually sent to you.

New User Registration

Job Title
[Select Job Title]

First Name
[Text Field]

Last Name
[Text Field]

Email Address
[Text Field]

What is your Agency Type
[Select One]

* How long have you worked for WIC
[Select One]

* How are you using this training
[Select One]

* What State Do You Work In
[Text Field]

User ID
[Text Field]

Your password will be generated and sent to the email address you specified.

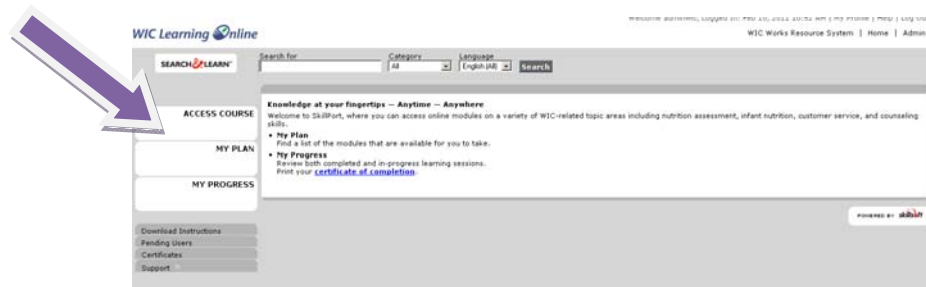
Once you receive your password, return to the login page and type in your User ID and password to enter the course.

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



Accessing the Course

Click on Access Course.



Select the course title you would like to take and then click on Launch.



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 top 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.

