

# WIC Learning Online Quick Start Guide

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

## Beginning at WIC Works

---

**1. 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://documentation.skillssoft.com/en\\_us/skillport/8\\_0/ah/#45676.htm](http://documentation.skillssoft.com/en_us/skillport/8_0/ah/#45676.htm).

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

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

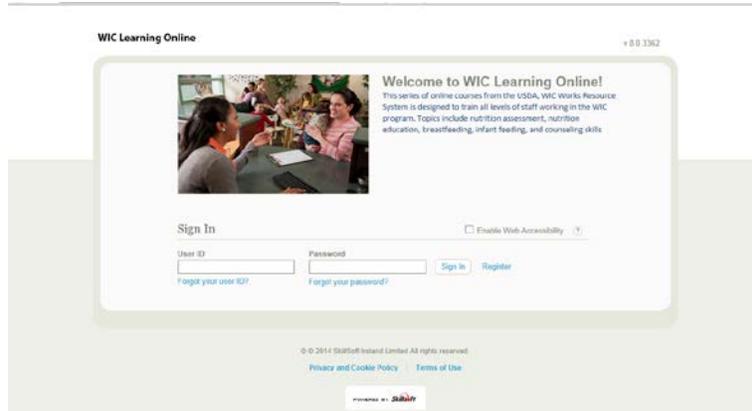
**3. Select *Take Online Training* from the “I Want To” box on the right hand side of the page.**

You will now begin the registration process.

## Logging into the Course

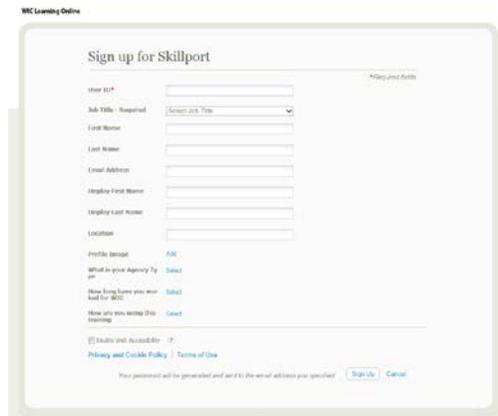
---

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. **Fig. 1**



**Figure 1**

Complete the registration form (make sure you put in your email address so you can retrieve your password so you can ever forget it. **Select a username that you will remember** (example: jsmith for Joe Smith). **Fig. 2.**



The screenshot shows a registration form titled "Sign up for Skillport" with the following fields: User ID\*, Job Title - Required (with a dropdown menu), First Name, Last Name, Email Address, Company First Name, Company Last Name, Location, Profile Image (with a "Add" button), What is your Agency? (with a "Select" button), How long have you worked for WIC? (with a "Select" button), How are you using this training? (with a "Select" button), and checkboxes for "I have read and understand" and "I agree with the Privacy and Cookie Policy" and "Terms of Use". At the bottom, there are "Sign Up" and "Cancel" buttons and a note: "Your password will be generated and sent to the email address you specified."

**Figure 2**

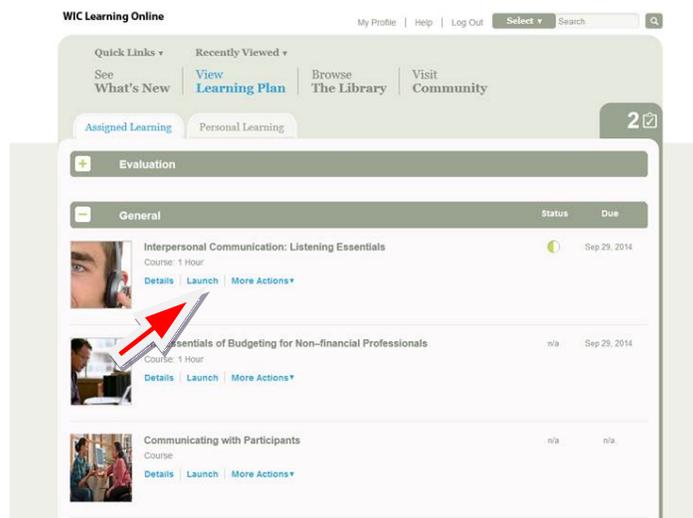
Upon completion of the registration process, an email containing a password will be sent to you within 1-2 business days. Make sure to check your spam or junk mail folder if you don't see the email at first. If you don't receive your password within 2 business days, please email **wicworks@ars.usda.gov**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

Once you receive your password, return to the login page and type in your User ID and password to enter the course. **Fig. 1.**

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

## Accessing the Course

Under the "Assigned Learning" tap, available courses are listed under "General." Click on a course heading to view information about it. To begin the course, click "Launch" which is underneath the heading. **Fig 3.**

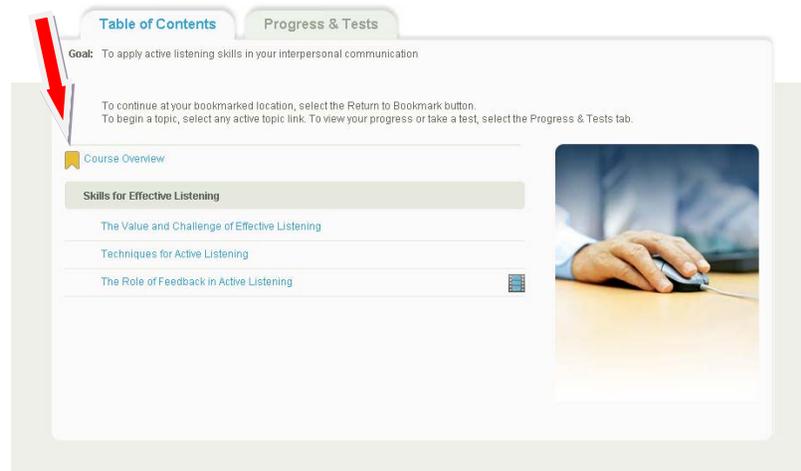


**Figure 3**

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. **Fig. 4.**



**Figure 4**