



## Memorandum

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**TO:** WIC Regional Directors #08-102  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager (Original Signed)  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** August 28, 2008

**SUBJECT:** *FY 2009 Training Plan*

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The *FY 2009 Training Plan* will be available online at <http://www.texaswic.info/nebf/login/> beginning September 15, 2008. This year's plan has been revised and will be completed entirely online. The *Training Plan* has been added to the same webpage as the *FY09 Nutrition Education and Breastfeeding Promotion Plan*, which local agencies should have completed online this past July.

**Completing the FY09 Training Plan consists of completing four sections:**

- Training Coordinator Information
- Training Summary for FY2008
- Training Plan for FY2009
- Training Survey

The due date for completing the *FY09 Training Plan* is **Wednesday, October 15, 2008.**

Join us on Qwest throughout September 2008 for *How to Complete Your 2008 Training Plan Online*. The Qwest training will take you through the online *Training Plan* step-by-step and answer any questions you may have. Each training session will last about 45 minutes. Instructions for participating in Qwest training are on page 2 of this memo.

**The scheduled trainings for September 2008 are:**

Monday, September 15, 2008	9:00 a.m. & 12:00 p.m.
Tuesday, September 16, 2008	12:00 p.m. & 2:00 p.m.
Wednesday, September 24, 2008	9:00 a.m. & 12:00 p.m.
Thursday, September 25, 2008	12:00 p.m. & 2:00 p.m.
Friday, September 26, 2008	9:00 a.m. & 2:00 p.m.

If you have questions or require additional information about the *Training Plan*, please contact Missy Hammer at [missy.hammer@dshs.state.tx.us](mailto:missy.hammer@dshs.state.tx.us) or (512)341-4457 or Carlos Galvan at [carlos.galvan@dshs.state.tx.us](mailto:carlos.galvan@dshs.state.tx.us) or (512) 341-4584.

## **Training Plan**

### **Qwest Step-By-Step Instructions for Completing Online**

### **September 2008**

Feel free to join us at a time that is convenient for you. Dial in a few minutes early so we can begin on time. If you experience technical difficulty while logging on, please call the Qwest help desk at 1(800)860-8000, option 2.

#### **Steps to login to the training(s):**

1. Log onto the Qwest website to participate in the training. Click on “participant login.”
3. Type the number **3357839** into the “Moderator’s Meeting Number” field and click on “Join Meeting as Participant.” You should now be connected to the computer part of the training.
4. To connect to the telephone part of the training, dial in to the meeting - **1.866.921.2203**
5. Dial the room number: **\*3357839\*** (Be sure to enter the \* star key before and after the number)
6. Keep the applications that are open on your computer to a minimum (close your e-mail, internet – except for the Qwest conference web page, and other programs). This will help the training run smoothly.
7. Keep these tips in mind to help us have a smooth training:
  - To mute your phone during the session, press \*6\* on your phone keypad.
  - To access Qwest technical assistance during the session, press \*10\* on your phone keypad.

#### **Qwest Training Schedule for Completing the FY09 Training Plan**

Sept 15, 2008 at 9:00 a.m. and 12:00 p.m

Sept 16, 2008 at 9:00 a.m. and 12:00 p.m

Sept. 24, 2008 at 9:00 a.m. and 12:00 p.m.

Sept. 25, 2008 at 9:00 a.m. and 12:00 p.m.

Sept. 26, 2008 at 9:00 a.m. and 12:00 p.m.