



Memorandum

#10-163

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: November 23, 2010

SUBJECT: Materials and Media Online Ordering Systems

Thanks so much for using the new Materials and Media Online Ordering Systems. While these two systems are new, we really hope that the process and the systems offer a quicker response for your orders as well as being easy to use, and convenient.

Here is some additional information that should help you and your team to better understand how the Online Ordering Systems and the Browsing Catalogs work.

While only LA Directors can request ids for their staff for the Online Ordering Systems, the browsing catalogs can be used by anyone to browse the full WIC Catalog of either Media or Materials.

To log into the Browsing Catalogs, please use the information below the buttons on the link page, which is id = "myc" and the password = "ok" for all users. So anyone, whether with a WIC Local Agency or outside of WIC entirely, can view the Materials and Media Browsing Catalogs. There is no order capability on the WIC Browsing Catalogs, but some items are available for downloading and printing.

The Materials or Media Browsing Catalogs contain all the WIC materials or media that WIC produces, although some items are marked as restricted for WIC Use only, with a small number of items reserved for WIC Central Office only.

Local Agency or clinic accounts for the Materials Online Ordering System display most of the materials that WIC Nutrition Education Clinic Services (NESC) produces; however, there are a few items reserved for only WIC Central Office to order. These items include answer keys for modules, some of the peer counseling materials, and a few other items. These items are coded as "100" within the Materials Online Ordering System.

In order to request the "100" items, please email WICMaterials@dshs.state.tx.us and the Subject Matter Expert on that item will need to approve distribution to your site, and usually the WIC Publications Coordinator will enter the order and have the requested items sent out.

The WIC NECS "Graphics" team is currently working to create or supply graphics, including pdfs if available, for all items in the WIC Online Ordering Systems and Browsing Catalogs. Some items, such as magnets or certain other items may not have a pdf associated with them, but the goal is to have as many pdfs as possible.