TEXAS WIC VENDOR ONLINE TRAINING INSTRUCTIONS

Purpose

To provide instructions regarding registration, completion and navigation of the Texas WIC Vendor Online Training. These instructions will provide the necessary information to register for the online training and navigate the training in Adobe Connect.

System Requirements

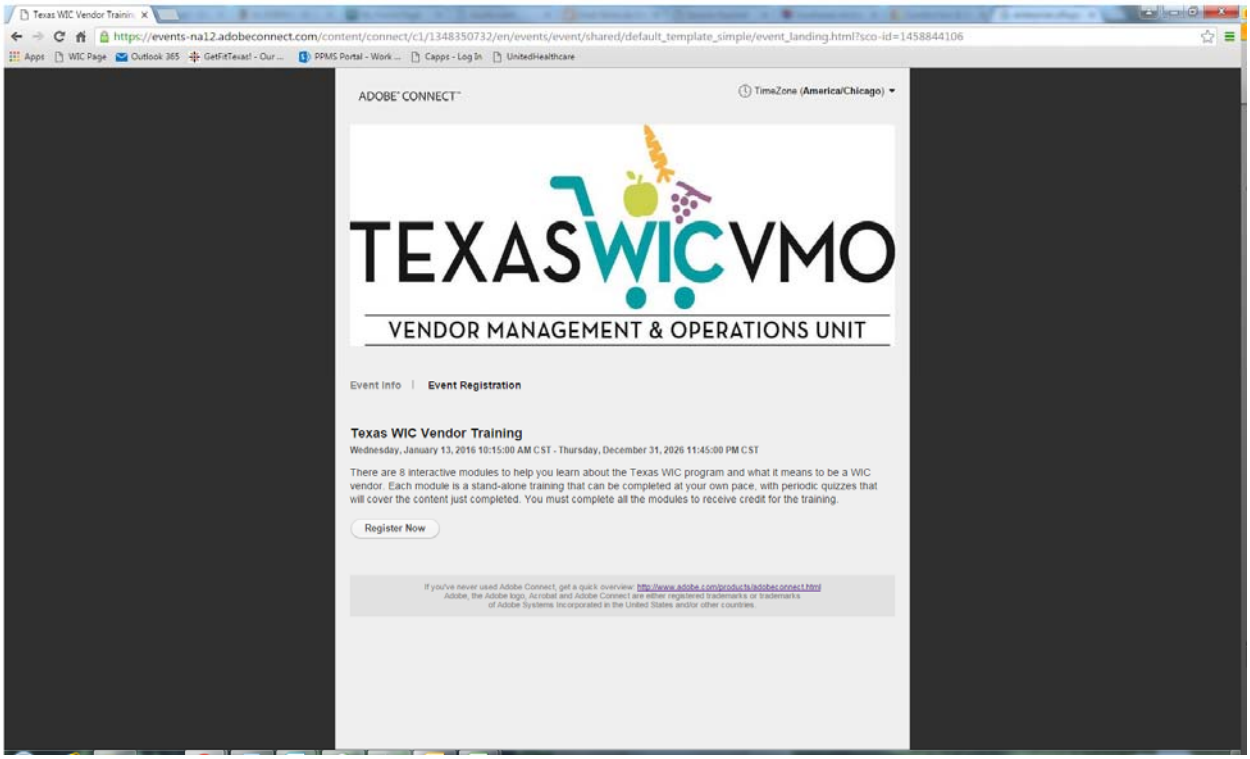
This training is compatible with most browsers, including *Microsoft Internet Explorer*, *Google Chrome*, *Firefox* and *Safari*. Users should have a high speed internet connection and may need to coordinate with their Information Technology department to give employees access to the training website.

Step-by-Step Instructions

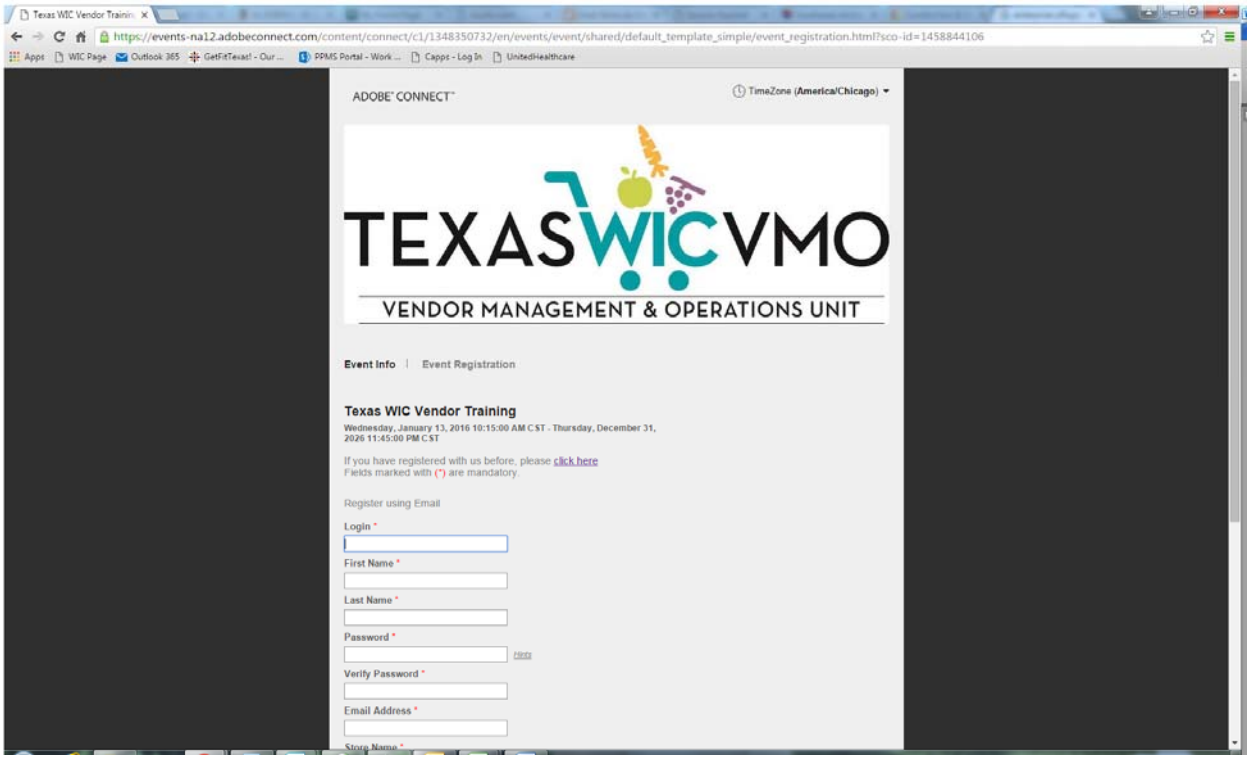
A. Navigate to the following website:

https://txwicvendor.adobeconnect.com/txwicvendortraining/event/event_info.html

The following screen should be displayed:



B. Click the link that reads, "*Register Now*" to get to the following registration page:



C. Enter your registration information. All fields must be completed in order to register. Please see the guidelines below for each field.

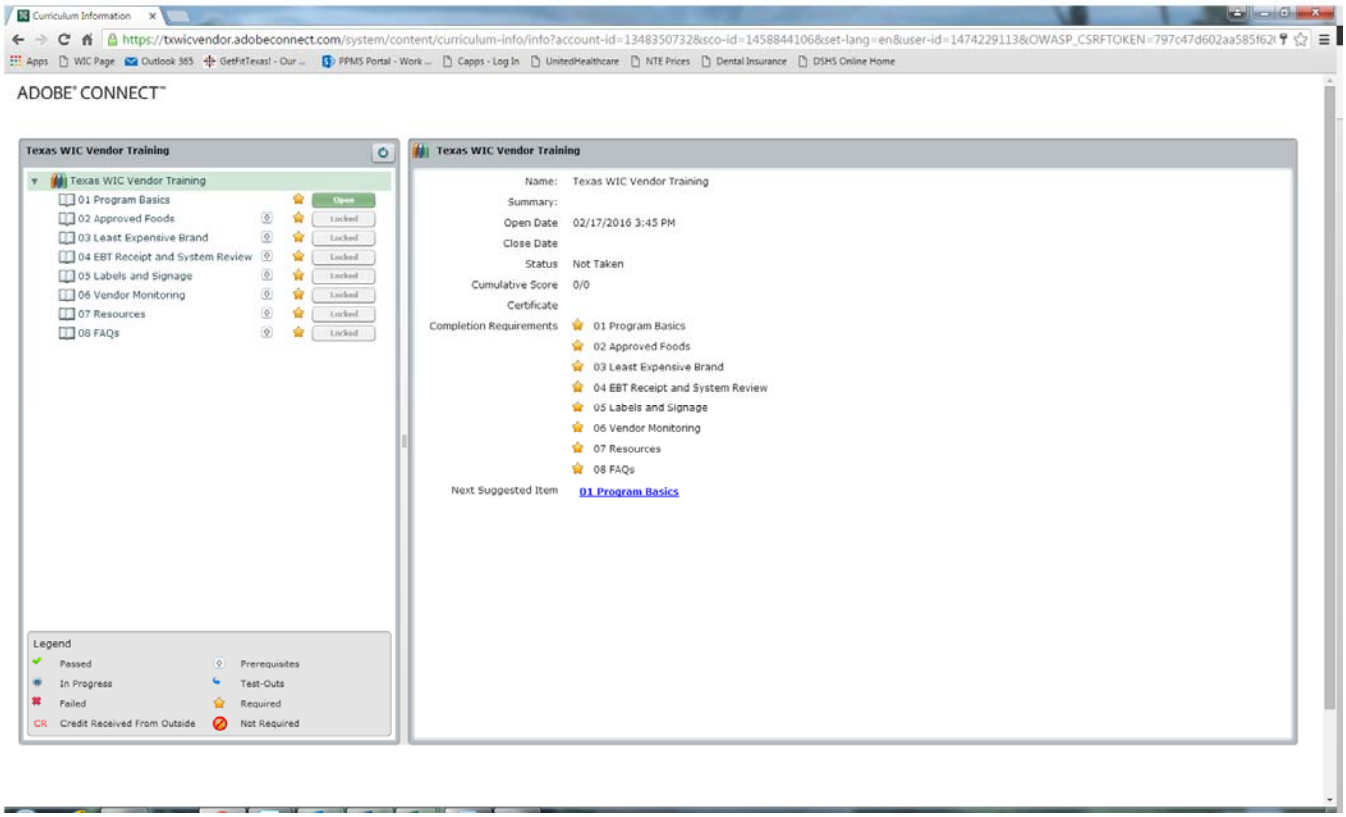
Login	Select a username. Usernames must be between four and 32 characters and may include letters and numbers.
First Name	Enter your first name.
Last Name	Enter your last name.
Password	Enter a password between four and 32 characters using letters and numbers only.
Verify Password	Enter your password exactly as it was entered in the Password field.
Email Address	Enter the email address you use for your job or professional correspondence.
Store Name	Enter the name of your employer, including the outlet number, if applicable. Example: Joe's Grocery #2345
Store Address	Enter the street address for your employer including your city, state and zip.
City	Enter the city your store is located in.
State	Enter the two letter state code for your state. Example: TX
Zip	Enter the United States Postal Service zip code your workplace is located within.
Account Number	Enter the Texas WIC account number for your store, which is the same as the vendor agreement number located at the top of your contract. If you need assistance identifying this information, please contact your manager or the Texas WIC Vendor Outreach Branch for assistance. **Note:** It is important that the account number be entered correctly to ensure that your store is credited with this training. **Note:** Texas state agency staff should enter 9999 as their account number. Local Agency staff should enter their agency number. Example: 123.
Outlet Number	If your store is part of a chain, please enter the outlet number for your store. If not, please enter 0. State and Local Agency employees should enter 99 in this field.
Company Phone	Enter the phone number for your store or your direct number with dashes between sections. Example: 512-555-1212
Employee ID	Enter the employee ID assigned by your store. If your employee ID includes any portion of your social security number, enter your full name in this field.

If you feel you have made any errors, click on the individual fields to edit those entries or click the Reset button to clear all entries.

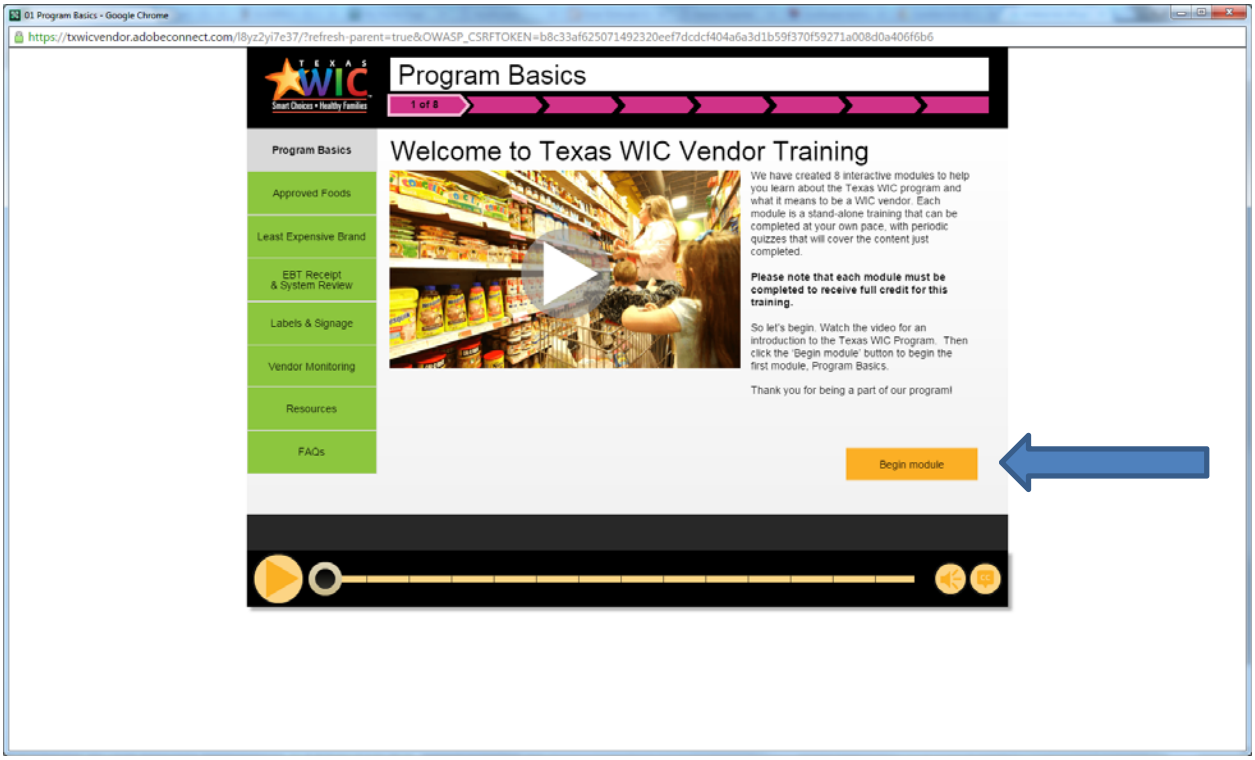
D. Proceed to the Texas WIC Vendor Training library, and begin the training:

Once all information has been entered, click the view button

at the bottom of the screen. You are now registered for the training. The following screen will be displayed:

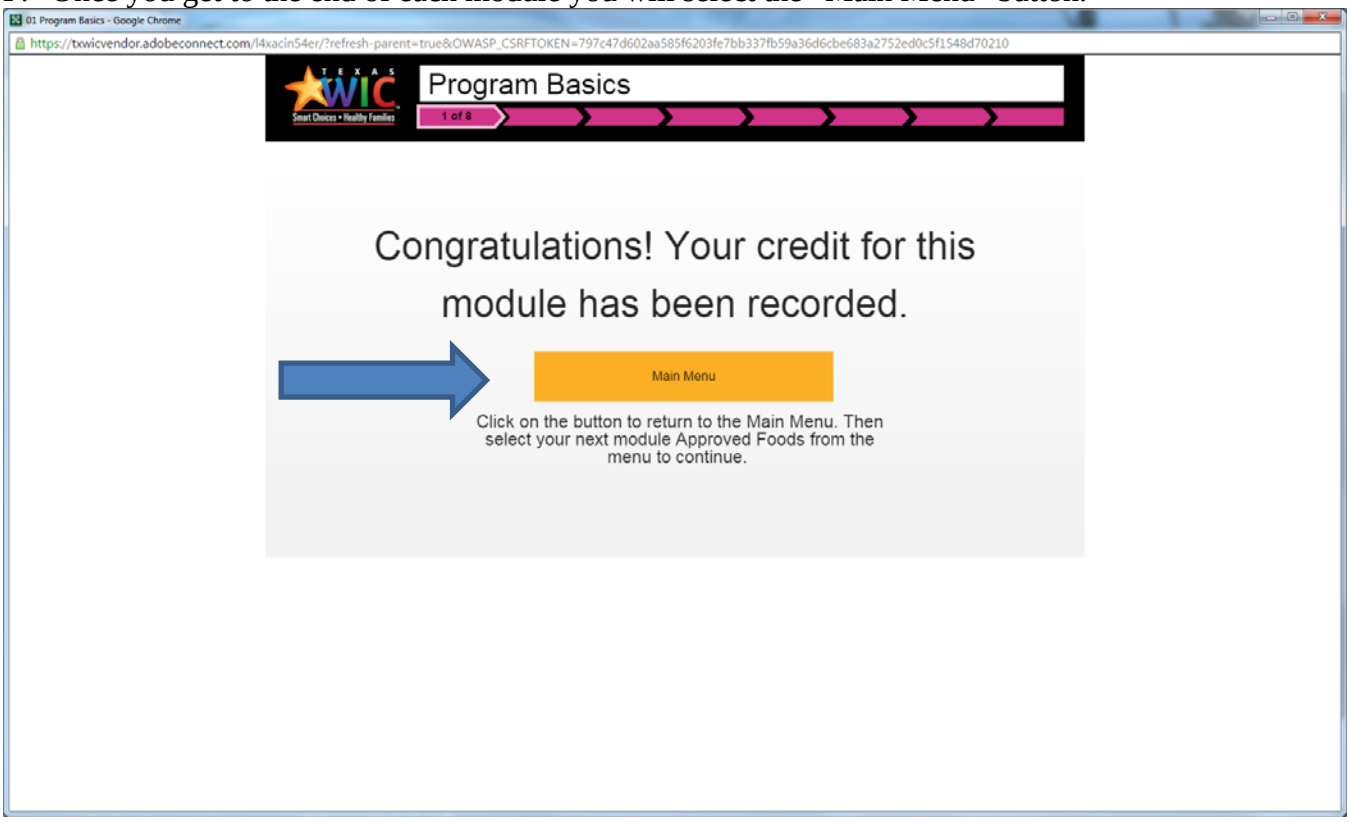


Click the *01 Program Basics* link (green box – says "open") to start the training. This will be your main navigation screen. From here you will be selecting each module to watch. The home page for the training will display as seen below:



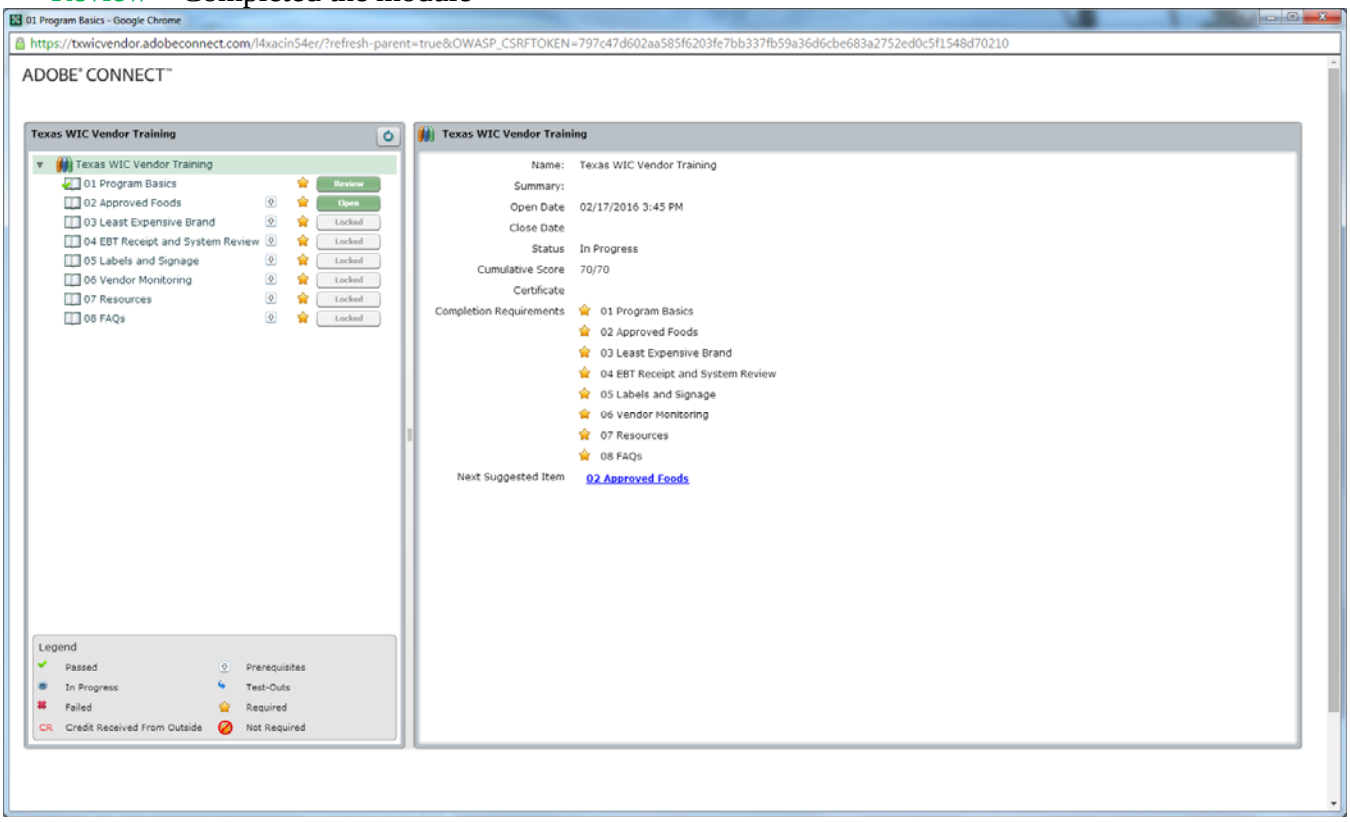
E. To begin and progress through the training you will use the yellow buttons found in each module.

F. Once you get to the end of each module you will select the "Main Menu" button.

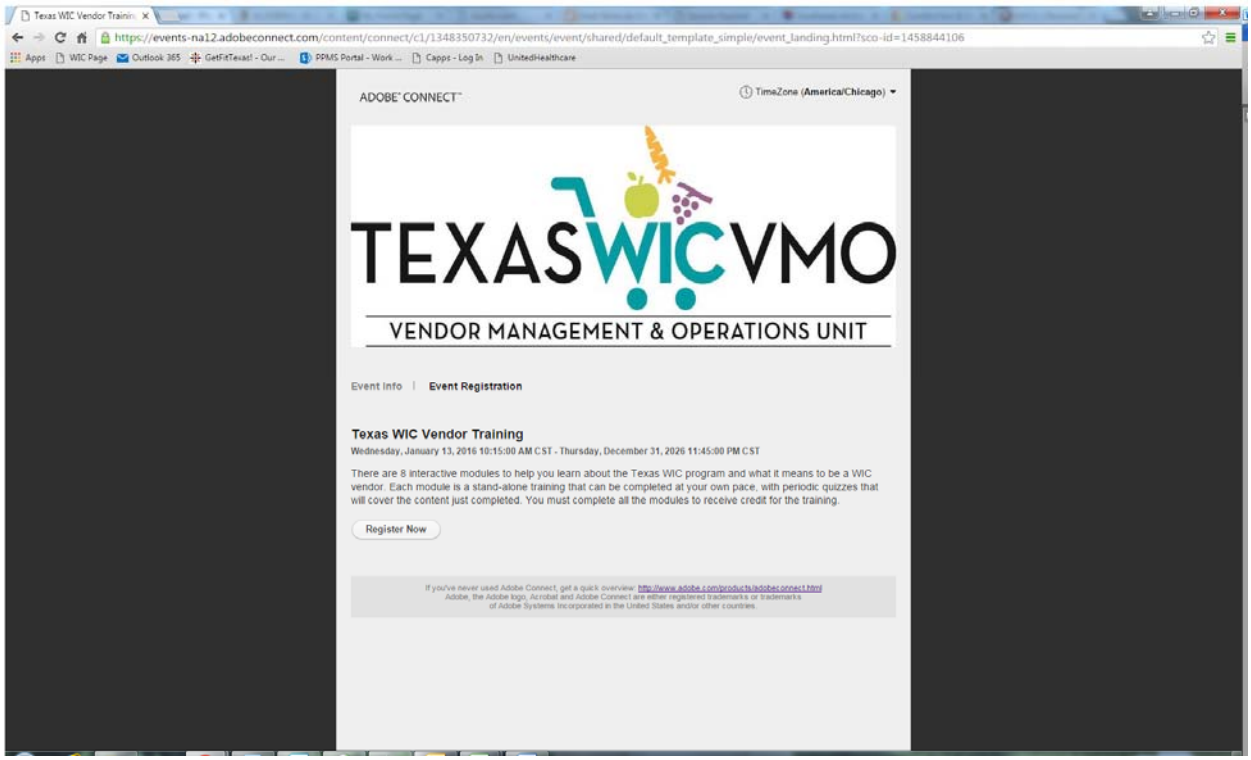


G. After selecting the “Main Menu” button you will be taken back to your main navigation screen to select your next module. Every green box (module) must read “review” in order for you to get credit for completing the course.

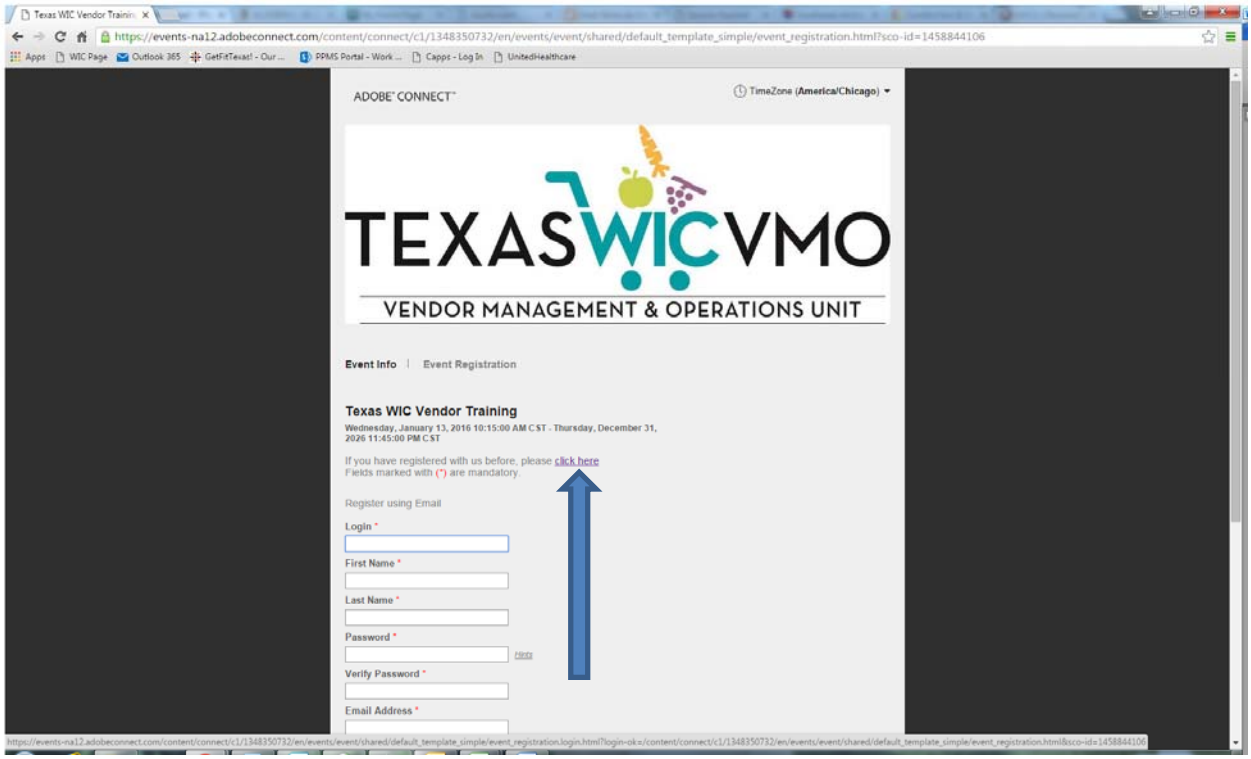
Green Box Status Definitions:
Open – Have not started the module
Continue – Started the module but have not completed it
Review – Completed the module



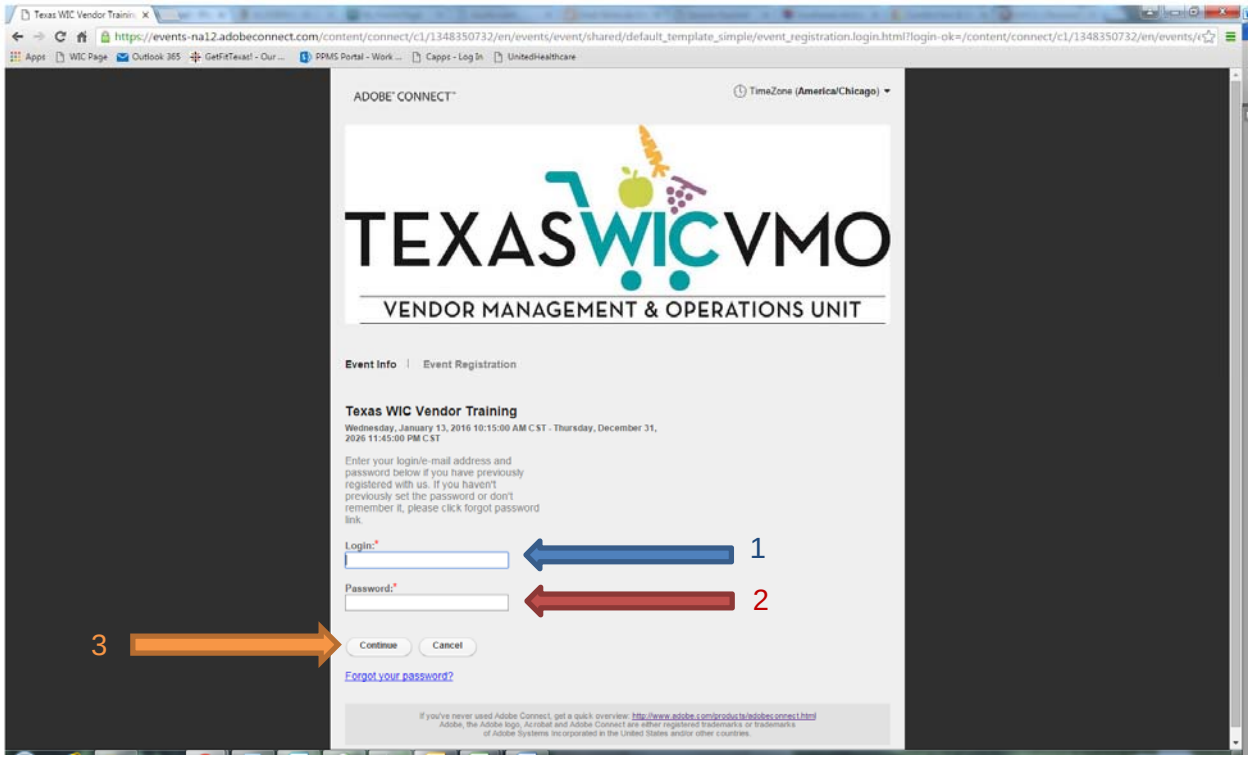
Signing back in if you timeout or stop and come back to complete.
Use the same link to get back to the event.
https://txwicvendor.adobeconnect.com/txwicvendortraining/event/event_info.html



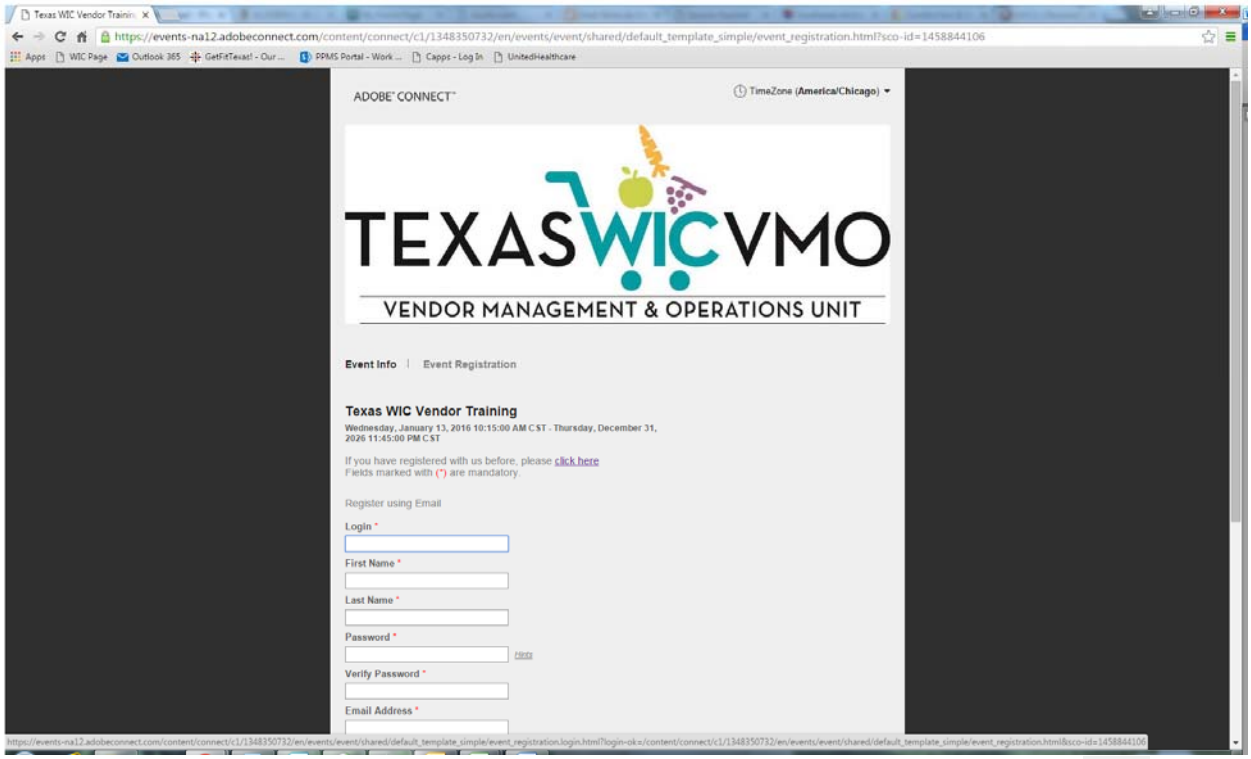
Click on register now



In the center of the page you will see a statement saying “if you have registered with us before, please click here”. Hover your mouse over the underlined “click here” and click.

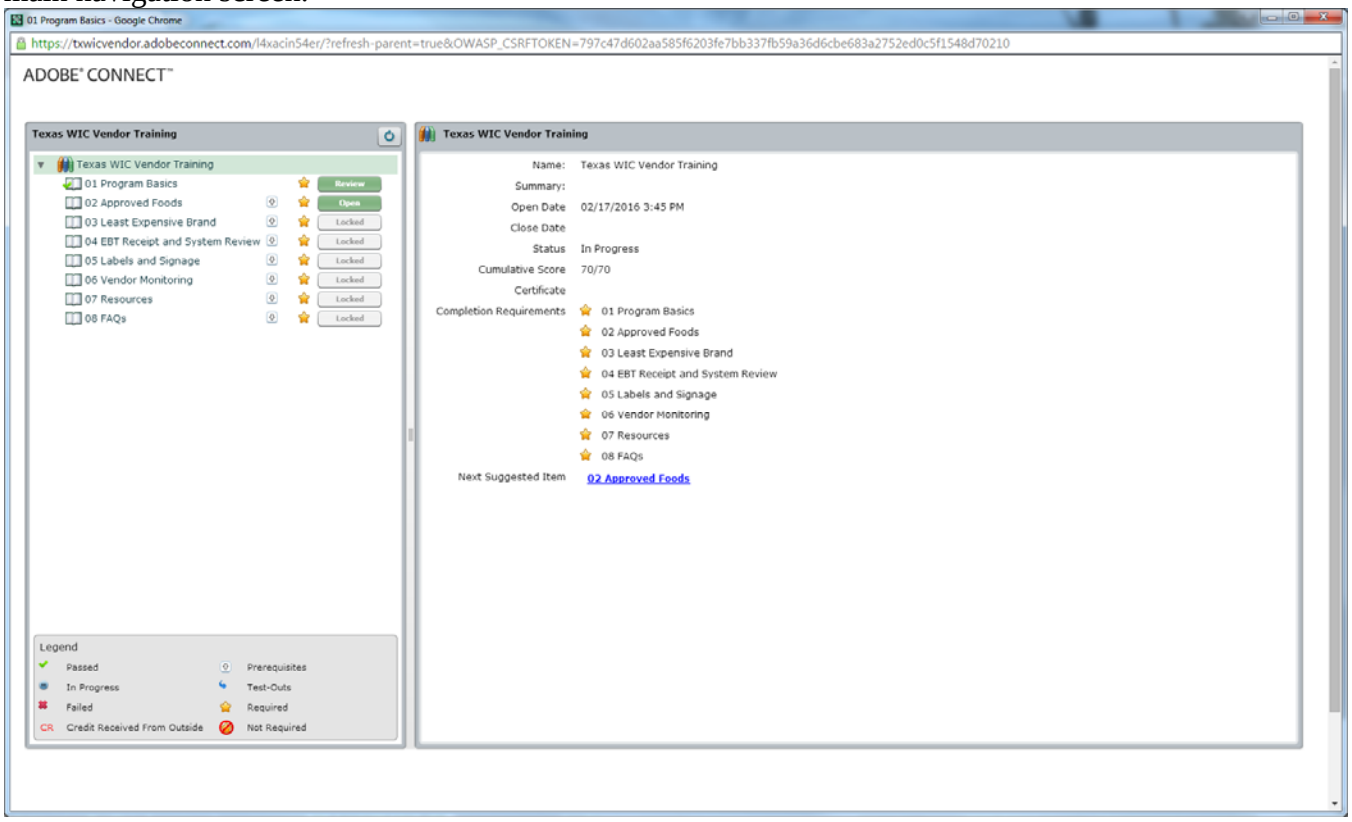


Put in the user name and password that you created when you signed up originally and click on continue. (*****Please note that your password is case sensitive*****)



The screen will show you as logged in. Scroll down to the bottom and click on **view**

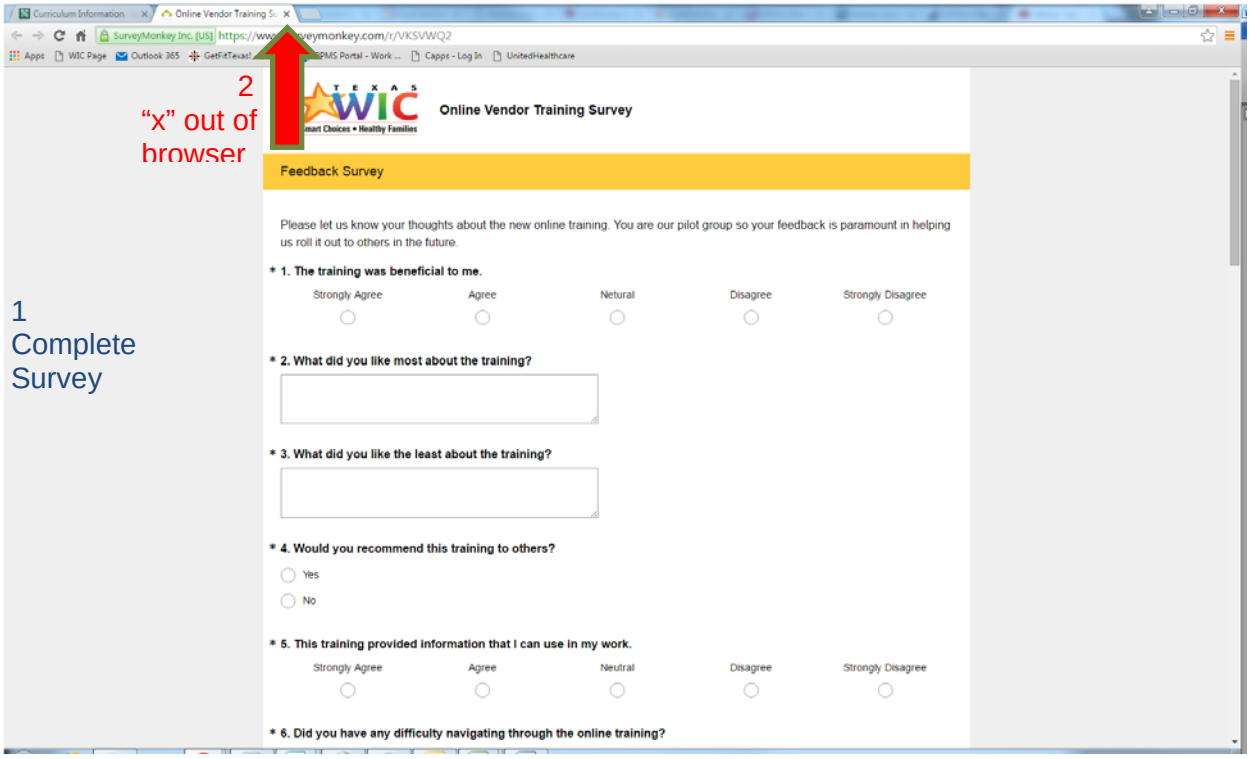
to get to your main navigation screen.



You are taken back to the main navigation screen in adobe connect. To receive credit for the course, every green box must say review. Take a look at your screen and see which one(s) need to be completed and click on the next course until all show as reviewed.

Completing the Survey

Click on “Link to Survey” to take the survey.



Once you click on the link your browser will automatically pop open an additional browsing window. Complete the survey and “x” out of that window/browser.

Trainees must complete all modules, view each FAQ tile, complete the training survey, and answer at least 70 percent of the interactive questions correctly in order to obtain their completion certificate. There is no limit to the number of times you may attempt to complete this training.

Should you have questions or comments, please contact us:

- By phone: 1-800-252-9629; or,
- Via email: WICVendorInfo@dshs.texas.gov