



Memorandum

#15- 076

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: June 22, 2015

SUBJECT: New Texas WIC Training to Launch July 1st

As of July 1st staff state trainings will take place in the new learning management system known as Texas WIC Training.

You and your staff will be able to find information and links for the Texas WIC Training System and the Catalog of Available Trainings on our WIC Homepage listed under the Training tab as of June 30th.

- **Preparation**

Before using the new Texas WIC Training System, be sure to test your computers:

http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

- **How to Access**

For staff to have access to the Texas WIC Training system, they must be entered into the system by the State Texas WIC Training Administrators (through the excel spreadsheet each agency filled in previously).

Each staff member should receive an email by July 2nd from the new system letting them know they have received access. If they have not, please contact your State Texas WIC Training Administrator as soon as possible (see below for contact information).

More updates to come as we near July 1st.

- **Need Help?**

For questions and assistance, please contact your State Texas WIC Training Administrators:

LAs 01-23: Mandy Seay – mandy.seay@dshs.state.tx.us or 512-341-4516

LAs 24-45: Katie Coyne – katie.coyne@dshs.state.tx.us or 512-341-4594

LAs 50+: Tonia Swartz – tonia.swartz@dshs.state.tx.us or 512-341-4586