



Memorandum

#15-092

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: August 31, 2015

SUBJECT: Prenatal Education Bag Ordering Process

The new Prenatal Education Bags ordering system within the WIC Staff Apps website is up and running. At this time you will need to add users to each clinic site and give them rights to the Prenatal Bag Tab so they can place orders in the near future. Please identify a primary and secondary User for each clinic.

Required action: Add a new user **or** update an existing user to include rights to the Prenatal Bag Tab.

To be completed by: September 16, 2015 COB

Adding a new user

- Log in to <http://wicstaffapps.dshs.texas.gov>.
- Select "Admin" Tab at the top right corner
- Click on "User Account Information"
- Click on "Create a User" (located on left above the Action column).
- Fill in the boxes. When you get to the "Roles" boxes, go to the "Prenatal Bags Roles" box and click on the drop down menu and Select "Read, Create, and view Security list"
- Then click on "Save and View Security List" You're done!

OR

Existing user – this applies if you have a current staff member who is already using the system to order Breast Pumps or works with NEBF plans and would like the same person to order Prenatal Bags.

- Log in to <http://wicstaffapps.dshs.texas.gov>.
- Select the "Admin" Tab at the top right corner
- Click on "User Account Information"
- Go to the person's name and click on Edit
- Then go to the "Prenatal Bags" Roles box and click on the drop down menu
- Select "Read, Create, and Change Prenatal bags data"
- Then click on "Save and View Security list" You're done!

Once these steps are complete, the staff selected will have the ability to order Prenatal Bags through the new process. An order opportunity will be announced soon, so I encouraged you to complete these actions by the 16th or sooner if possible. Ordering instructions will be provided with the next ordering notice.

If you have questions or need additional information, please contact Leticia De La Rosa, at Leticia.delarosa@dshs.state.tx.us or (512) 341-4567.