

WICSMART QUICK GUIDE FOR STAFF

1. GO TO:

- www.wicsmart.com
- Select “agency login” and then “login to WICSmart”

2. ENTER USERNAME AND PASSWORD:

- Username: your work email
- Current Password: 1234
- *Change password immediately after logging in for the first time. Go to the top tool bar and choose logins. Select change your password.
- * If you forget your password, contact the helpdesk

3. ADMINISTRATIVE PORTAL FUNCTIONS:

- **Feature Shortcuts (Top Section):**
WICSmart User Guide, add new client, export reports.
- **Client Lesson Module Results (Middle Section):**
Find a WIC participant, assign and review lesson history for a single participant.
- **Lesson Module History Listing By Dates (Bottom Section):**
Review module results for the day or any selected time frame.

BASIC FUNCTIONS

4. TO ADD A NEW PARTICIPANT:

- Select “Add New Client” under Feature Shortcuts
- New client information will be as follows:
Username: Household ID number
First Name: DC
Last Name: WIC

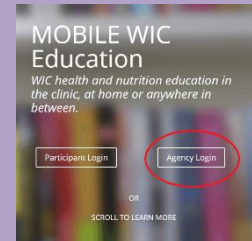
5. TO ASSIGN A LESSON:

- Select clients on top toolbar
- Enter participants household ID number in Member ID field
- Select clipboard next to participants Member ID #
- Choose lesson module and establish timeframe in which lesson is assigned
- Select save button
- To remove a lesson, select back arrow and save

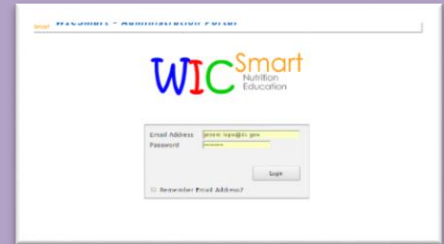
6. TO PRINT REPORTS:

- Use bottom section or go to reports on main toolbar
- **Select Lesson Module Usage Summary:** reflects responses to pre and posttest given with in a specific time frame.
- **Select Lesson Module Completion History:** provides information on who completed the lesson and how—by tablet or smartphone—the name of the lesson and any incorrect answers in the post test.

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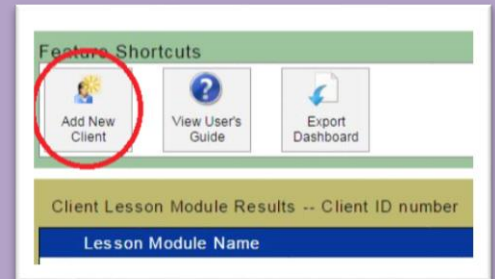
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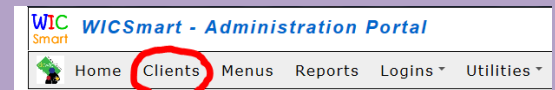
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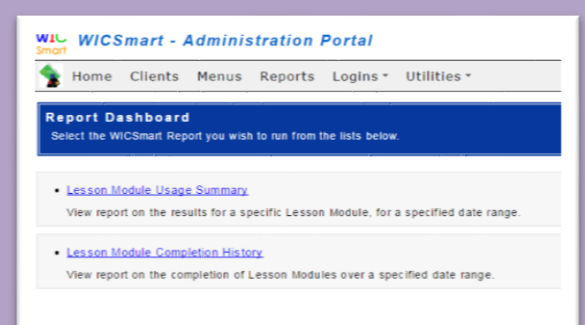


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Client ID number	Name
00661807	Participant, DC-WIC

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WICSMART QUICK GUIDE FOR STAFF

Reminders:

- Nutrition education is provided at each check pick up.
- WICSmart is a free application for tablets and smartphones.
- WICSmart is available through the Apple or Google App store – not the Microsoft Windows App store.
- WICSmart lessons do require data usage to download. If participants do not have mobile data, encourage them to connect to free or home Wi-Fi.

Participants can complete:

- One lesson and receive credit for multiple non-high risk family members.
- Any lesson unless there is one assigned by a nutritionist.
- Lessons at home.

WICSHOPPER QUICK GUIDE FOR STAFF

USING A SMARTPHONE OR TABLET

- 1. GO TO:**
 - Apple or google app store on smartphone
Or tablet
 - Search for and download WICShopper
- 2. OPEN WICSHOPPER APP:**
 - Choose DC as agency
- 3. EXPLORE CATEGORIES:**
 - Recipes
 - Approved Food List
 - Grocery store and WIC site locations
 - Information on how to apply
 - Watch WIC information videos

* My benefits, key enter UPC, scan barcode and manage card are not yet available.

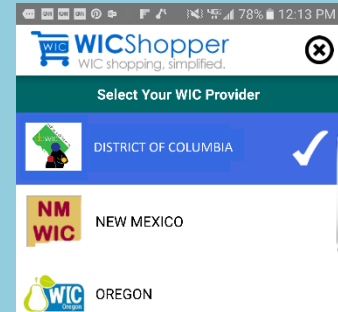
USING A DESKTOP

- 4. GO TO:**
 - www.ebtshopper.com
 - Scroll down and select DC WIC under “Partners”
- 5. EXPLORE CATEGORIES:**
 - Recipes
 - Approved Food List
 - Grocery store and WIC site locations
 - Information on how to apply
 - Watch WIC information videos

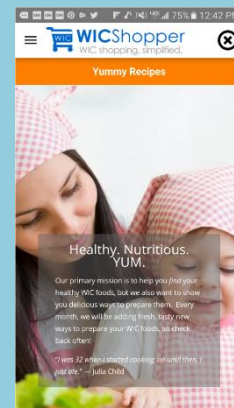
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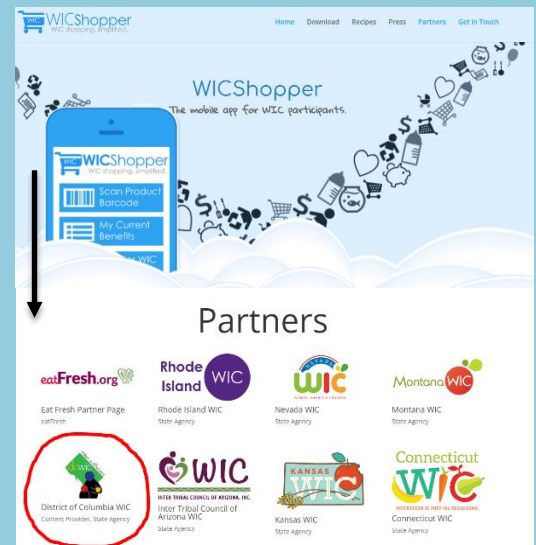
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WICSHOPPER QUICK GUIDE FOR STAFF

Reminders:

- WICShopper is a free application for tablets and smartphones.
- WICShopper is available through the Apple or Google App store – not the Microsoft Windows App store.
- WICShopper can be accessed by a desktop computer at www.ebtshopper.com.
- WICShopper can be downloaded by WIC families, vendors, physicians, social workers, staff—anyone.
- Participants will not be able to scan items at the grocery store.
- WICShopper does not replace a participants WIC ID folder.

WICSmart: Frequently Asked Questions

- 1. What is WICSmart?** WICSmart is a nutrition education application for your phone or tablet. WIC provides nutrition education every time you pick up checks. WICSmart is an easy way for you to take a nutrition lesson at the WIC site or at home. Taking a lesson at home will speed up your next check pick up appointment!
- 2. Is WICSmart free?** Yes. WICSmart is a free application for your phone, tablet and desktop.
- 3. Where can I download the app?** WICSmart is available for download in the apple or google app store. It is not yet available in the Windows app store. If you are using a desktop, you can access the application at <http://www.wicsmart.com/download/> .
- 4. Will WICSmart use my mobile data?** WICSmart will only use mobile data when downloading lessons. If you would like to download a lesson to take later and do not want to use your mobile data, you can connect to free or home Wi-Fi.
- 5. How do I sign into WICSmart?** Your WIC household ID number is your WICSmart account number for all family members using WICSmart. If picking up checks for multiple family members who do not need to see a nutritionist, one lesson can be completed and the entire family will receive nutrition education credit.
- 6. Is my privacy protected?** Yes. You do not need to provide your name to sign in.
- 7. Do I need to choose a specific lesson?** A nutritionist can assign a lesson for you to take to help you learn more about a certain topic. An assigned lesson will have an (!) or will be located at the top of the lesson page. If there is no assigned lesson, you can choose any lesson to take.
- 8. What if I start a lesson and do not finish it?** It's okay! There is an option to save your lesson at any time. An image of a disk next to the lesson title means that the lesson has been saved.
- 9. How long do I have to finish the lesson?** You can finish a lesson anytime between your certification and next check pick up. Usually that is a 3 month period. WIC staff will let you know.
- 10. I can't move to the next slide. What should I do?** Each slide is read by a narrator. Once the narrator finishes speaking, you will have the option to move to the next slide.
- 11. Do I need to tell WIC Staff that I have completed a lesson?** Yes, please let WIC staff know.
 - 1. If you have finished a lesson at a WIC site, show the page that says lesson complete to a WIC team member.**
 - 2. If you have finished a lesson at home, at your next check pick up, tell WIC staff that you have completed a WICSmart lesson. They will ask for your household ID number and the lesson you completed.**