

Directions to Set-up a State of Alaska WIC Training System Account

Training is located on [the DHSS Training Site](#).

Click on the above link or copy and paste it into your internet browser.

You will start the process by clicking on the “Create new account” button at the bottom of the page.

Once you have selected “Create new account” you will be redirected to the Account Information Page to enter your information. Follow the Entry Field information below to fill in the requested information.

ENTRY FIELDS:

Username – Use the first initial of your first name and your last name all in lower case (for example: Jane Smith’s username will be: jsmith).

Password Choose a password you will remember (you may click the Unmask box to see what you type for a password, otherwise the password will be masked and show ●●●● as you enter it.) The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s).

Email Address Enter your work email address

Email (again) Reenter your email

First name Enter your first name

Last name Enter your last name

City/Town Enter the name of the city where you work (i.e. Anchorage, Bethel)

Business Name The local agency or business you are with

Job Title Enter your job title

Profession Enter your profession or enter “None of the Above”

Medical Credentials Enter your credentials or none

Click the checkbox signifying that you are not a robot.

Click the “Create my new account” button at the bottom of the page.

ACTIVATING ACCOUNT:

You should receive a welcome email and instructions to activate your account. If you do not receive this email within 24 hours, please email drrybicki@alaska.edu.

ACCESSING WIC TRAINING:

All WIC Training, documents, and forms can be found on the Department of Public Assistance (DPA) [WIC Training Navigation Page](#).