Using a SPIRIT Laptop in Village Clinics

Please call the WIC SPIRIT help Desk with the dates of your travel ASAP.

Ask your Local IT if they know the IP Address of the internet connection you'll be using at the village health clinic.

> If yes, fill out the form below ("Form for the WIC SPIRIT Help Desk") and email it to the WIC SPIRIT Help Desk prior to your trip.

> If No, follow the instructions below.

1. Set up your laptop in the village health clinic where you will be working.

2. Check that you can access the internet. (You can access any site – try the WIC website: http://dhss.alaska.gov/dpa/Pages/nutri/wic/localagencies/default.aspx).

3. Go to www.myipaddress.com. This website will identify the IP address for the network you are currently connected to. Once you know your IP address, contact the WIC SPIRIT Helpdesk at 907-334-4900 or wicspirithelpdesk@alaska.gov and report the following

   - Name, Agency,

   - Village Clinic Location,

   - IP Address

   - Contact Information

4. At this point the SPIRIT helpdesk will submit a request to the State's Network Services Section to allow your IP address access to SPIRIT.   Once this is complete the helpdesk will contact you to ensure that you can connect to SPIRIT and assist you as needed.
   Typically it will take about 30 minutes for Network Services to arrange your access to SPIRIT. However, it could be as long as four hours if they are working on an emergency outage. Please try to set up your laptop and contact the SPIRIT Help Desk as soon as you arrive at the village clinic.

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Form for the WIC SPIRIT Help Desk

Name	
Agency	
Village Clinic Location	
IP address	
Travel dates	
Contact Information	

Name	
Agency	
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