

WINNIE the Scoop! Newsletter #15

JANUARY 19, 2022



Please share this information with all WIC Information System users!

Table of Contents

Requirements Validation Testing (RVT) for Cycle 7 Extended Two Weeks	2
Question & Answers	2
The WINNIE Application/Software	3
Usernames	3
Password Requirements	3
Logging Into WINNIE	4
Forgot Username?	5
Forgot/Change Password?	6
Multi-Factor Authentication (MFA)	7
Remember Me Toggle.....	9
Locations Modal.....	10
Module Launcher, Permissions and Roles	11
Future Newsletters	11
References – listing of all hyperlinks	11

Requirements Validation Testing (RVT) for Cycle 7 Extended Two Weeks

State WIC Staff, along with other members from all states in the SPIRIT User Group, are continuing to perform Requirements Validation Testing (RVT) on the WINNIE/SPIRIT Web software.

RVT began on 12/1/2021 and was initially supposed to run through 1/11/2022. However, some states requested an extension in order to complete the Requirements Matrix. In lieu of this, RVT has been extended two weeks and will now end on 1/25/2022. Although MN has completed its Requirements Matrix testing, we are using this extra time to perform more robust regression testing and scenario-based tests.

After RVT is complete, CDP (the SPIRIT Web software developer/contractor) will need to create a timeline to resolve the defects identified during RVT. Before the next testing phase, User Acceptance Testing (UAT), can begin, states will also need to validate the identified issues have been fixed, which is a requirement for (UAT).

Since RVT has been extended, and a timeline still needs to be created for resolving currently identified defects prior to UAT, a Pilot and Rollout timeline is still not possible. However, we will ensure that the timeline will be provided a minimum of 6 months prior to the start of Pilot.



Question & Answers


Remember! Questions about WINNIE can be submitted using the [WINNIE Questions for the State Office](#) form. All questions will be answered monthly and posted on the [WINNIE Questions & Answers](#) page, as well as included in the WINNIE the Scoop! monthly newsletter

Q: In a previous Newsletter, it was mentioned that there can be subject titles for Priority alerts, but those had not been defined at the time of the newsletter communication. Have the subjects been identified already and if not, are local agencies able to offer input/suggestions for priority alert subject titles?

A: Alert Subjects (1), as well as the Priority toggle (2), are new in WINNIE. The Subject is optional unless Priority is toggled on. The Nutrition Ed Workgroup, which is comprised of representatives from a number of Local Agencies, met this month and discussed appropriate alert subjects and guidance for using Priority alerts.

Alert

Active Date  Alert Type Priority 

Subject 

Alert Text

Q: For agencies that use FileZilla to upload Infoview reports and send to OneCallNow for reminders, are there considerations to review or changes to make with WINNIE?

A: FileZilla will not be affected by WINNIE. For Infoview, although the same database is being used for WINNIE, many of the tables will have added fields necessary for the conversion to web and the modified database will be used by **all** agencies once Pilot starts. Therefore, during Pilot, **all** agencies will need to test the Infoview reports they use to ensure no unforeseen issues occur.

The WINNIE Application/Software

Although WINNIE isn't considered a "new" system (since the database is the same and the internal code is simply being rewritten) like when we transitioned to HuBERT, by the very nature of making the system browser-based, how it looks and feels to the user will be very different.

Therefore, going forward we will take a look at some of the screens in WINNIE and some exciting new changes that will be coming. In this newsletter, we'll take a look at the login process.

Username

All current HuBERT users will continue to use the same username in WINNIE. The username field when logging into WINNIE is **not** case-sensitive. The same process will be used for WINNIE to add, edit or deactivate users.

Password Requirements

Like HuBERT, passwords will need to be at least 8 characters long and have at least: one upper case letter, one lower case letter, one number, and one special character.

Passwords will **expire after 90 days**. After logging in, the user will be automatically re-directed to the Reset Password page if their password has expired.



Reset Password

Your password is expired. Change your password to continue.

Password

Confirm Password

Save

↩

The system maintains a history and verifies against the last 9 passwords that the same password isn't being used.



- The password has been used previously.
The new password cannot be the same as the previous 9 passwords.

Password

The first time a user logs into WINNIE, they will need to reset their password. As always, best practice is to not use easily recognizable words, dates, or names. Ideally, a passphrase should be used, such as: Cl3@rY0urM!nD or T@k3A8reAth!

Logging Into WINNIE

Users have 5 attempts to login using the correct username (1) and password (2).



Username **1**

[Forgot Username?](#) **4**

Password **2**

[Forgot/Change Password?](#) **5**

Invalid login attempt 1 of 5. **3**

After 5 invalid login attempts (3), the user will be temporarily “locked out” and unable to login for **two minutes**.

You have reached the maximum number of invalid login attempts. Please try again in 2 minutes or contact technical support to have your password reset.

Users can manage their username and password themselves without having to call the MN Help Desk. They can use the **Forgot Username?** (4) link to obtain their username via email and the **Forgot/Change Password?** (5) link to receive a link via email to the Reset Password webpage. (This is one of the reasons all users must have a unique email associated with their username in WINNIE.)

Forgot Username?

When the **Forgot Username** link is clicked, another webpage opens that allows the user to submit their email in order to receive their username.




Forgot Username

Enter your email to get your username.


Email

The response email (1) will provide the username (2) associated with the submitted email address (3).

WINNIE Forgot Username 1

 noreply@cdpehs.com The FROM address will be different once it comes from the MN servers instead of the test servers.

3 **To** test@email.com

Reply Forward Delete 

Your username is: testuser. 2

If you received this email but did not request it, you may simply delete this email.

Forgot/Change Password?

When the **Forgot/Change Password** link is clicked, another webpage opens that allows the user to submit their email.



Change Password

Enter your email to reset the password.

Email

test@email.com

Submit

Cancel

The email contains a link (1) to another webpage...

WINNIE Reset Password



noreply@cdpehs.com

The FROM address will be different once it comes from the MN servers instead of the test servers.

To test@email.com

Reply

Forward

Delete



Hi TESTUSER,

Please reset your password by clicking here: [link](#) 1

If you received this code but did not request it, you may simply delete this email.

...specific to that user (1), where the user can reset their password (2).

Reset Password - Spirit.Applicati... +

1

answrvt.cdpehs.com:5553/Identity/Account/ResetPassword?userId=8c162b8e-6454-4c5b-9757-33174527f9e5&code=CfDJ8N3sQMybi01Mv

RVT URB RVT WIC Direct Mail - smallberg@c... UberConference Microsoft Office Ho... Mail - Mallberg, Sar...

MINNESOTA Winnie WIC Information Network for Nutrition, Integrity, & Education

Reset Password 2

Password

Confirm Password

Save

Multi-Factor Authentication (MFA)

Users will need to be able to access their email every day in order to receive the Multi-Factor Authentication (MFA) code. This is a random, 6-digit, case-sensitive code sent to a user's email after logging in each day. MFA is a very common tool used as an extra security measure. It is necessary due to browsers allowing users to save their username and password for any site they log into.

MINNESOTA Winnie WIC Information Network for Nutrition, Integrity, & Education

Username

Saved passwords X

testuser

Manage passwords

Login

Browsers will also maintain and auto-populate both the username and password if the user specifies the browser should do so.

NOTE! WINNIE users should NOT save their username and password to their browser! The browser should NEVER auto-populate the Username and Password on the WINNIE login page.



Username

testuser

[Forgot Username?](#)

Password

.....

[Forgot/Change Password?](#)

Login

Since these security risks occur with browsers, and despite the assumption that WINNIE users will NOT be saving their username and password in their browsers, in order to mitigate login risks associated with browsers, MFA is used. This verifies the person logging in is the person that is supposed to be logging in with that username and password.

Once the user clicks the Login button, a new web page displays indicating a code has been sent to the user's email (1) and requiring that a code (2) be entered to complete the login (3) process.



Multi-Factor Authentication has been enabled on this account. A code has been sent to t**t@email.com

1

Enter the code below to continue.

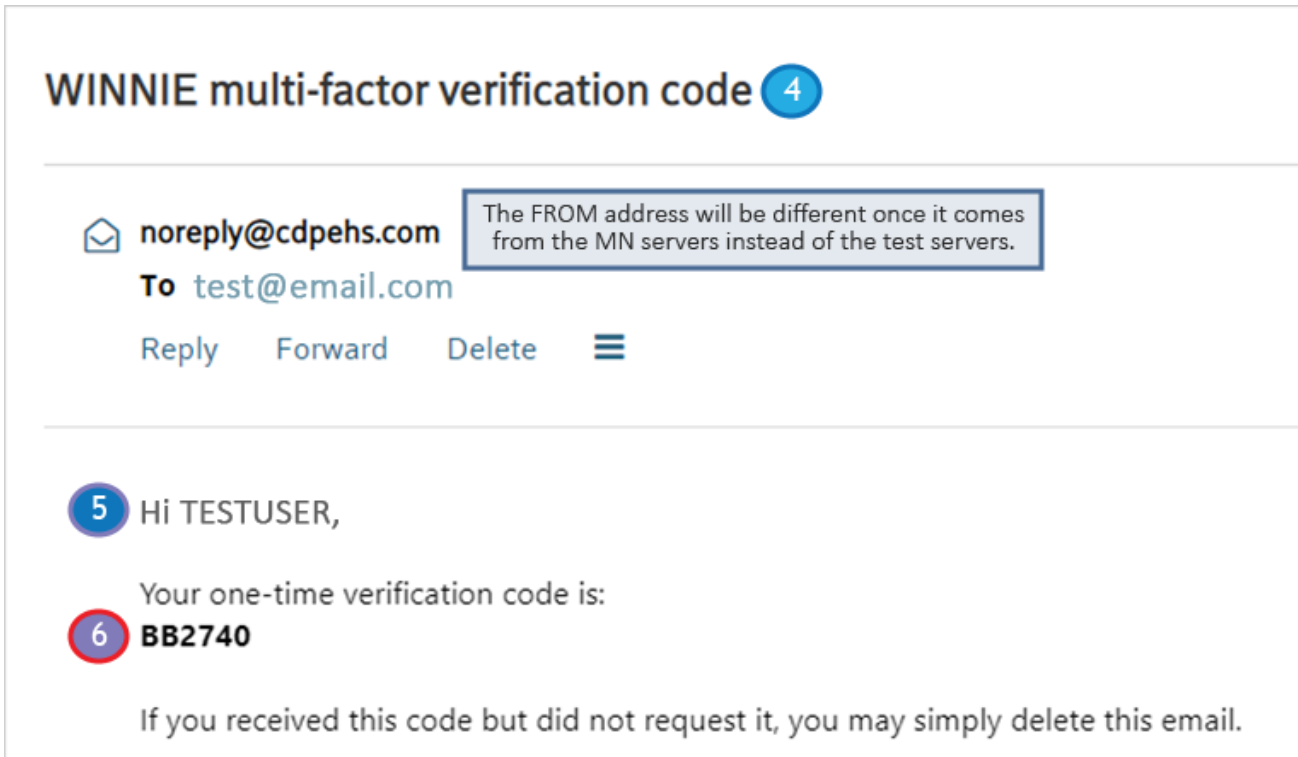
2

Remember Me

3 Login

Cancel

An email (4) is sent to the user (5) with the verification code (6) associated with this login attempt. This email usually arrives within 30 seconds but can take up to two minutes depending on Internet connectivity.



Remember Me Toggle

On the webpage where the **case-sensitive** MFA code (1) is entered, the user can select the **Remember Me** toggle (2). A message (3) displays that reads: *You have selected to be remembered on this device. This is only recommended for desktop or mobile devices to which only you have access.* What this means is that if the computer is shared by more than one staff person during a particular day, users that log into that computer should **not** toggle on Remember Me.



Multi-Factor Authentication has been enabled on this account. A code has been sent to t**t@email.com.

Enter the code below to continue.

BB2740 1

Remember Me 2 3 You have selected to be remembered on this device. This is only recommended for desktop or mobile devices to which only you have access.

Login Cancel

If Remember Me is toggled on, the user will only be required to enter the MFA code the first time they log in on a particular day. However, **the MFA code expires each day** and the user will be required to enter a new MFA code the next day, or the next time they login after that day.

Locations Modal

NOTE: A modal is a new window that opens on top of an existing screen and locks the screen beneath it until the new, or top, window is closed.

Once logged in, the system obtains the locations (agencies and clinics) the user has permissions to access. This message usually displays for less than 10 seconds (although it may display for slightly longer the very first time a user logs into WINNIE).



Please wait while your location information is retrieved.

If the user has access to more than one clinic, the Location modal (1) displays. (If the user only has access to one agency and one clinic, the Location modal does not display.)

The screenshot shows a modal window titled "Location" with a red circle containing the number "1" next to the title. Below the title is the instruction "Select an Agency and Clinic to begin." There are two dropdown menus: "Agency" with "021 - ANOKA COUNTY HEALTH & ENVIRONMENTAL" selected and a green circle with "2" next to it, and "Clinic" with "009 - 009 - ANOKA COUNTY GOVERNMENT CTR" selected and a green circle with "3" next to it. Below the dropdowns is a "Remember My Selection" section with a blue toggle switch turned on and a blue circle with "4" next to it. At the bottom right is a blue "OK" button.

Like HuBERT, the user can select the agency (2) and clinic (3) where they will be working for that day.

If the user tends to work at the same agency/clinic, they can toggle on **Remember My Selection** (4) so that the selected agency/clinic defaults the next time they log in.

Once the location has been selected, the Module Launcher opens.


Module Launcher, Permissions and Roles

The Module Launcher provides access to the functions within WINNIE that a user has permissions to use. All functions are organized into modules and display based on a user’s permissions and roles. If the user doesn’t have permissions, or role access, to a module/function within the application, it won’t display in WINNIE for that user.


Available Apps

Good afternoon testuser, you have access to the following applications. Where do you want to start?

- Participant Search
- Participant Folders
- Appointment Scheduling
- Certification
- Issuance



Clinic Services
Provide services for WIC Participants in the clinic.



Agency Administration
Manage Local Agency Settings, Community Resources, and other local agency-specific data.

- Build Clinic Calendar
- Maintain Local Use Codes
- Maintain Referrals
- Maintain Medical Providers & Clinics

About
Logout

Language

English (US) ▼

Users will maintain the same access to agencies/clinics, and have the same roles, as they had in HuBERT. Although the names of the roles in WINNIE may be different, the functions allowed by each role will remain the same. If a user can do something in HUBERT, they will be able to do the same in WINNIE.

Future Newsletters

Next month, if possible we will provide a tentative timeline for UAT, as well as an overview of Benefit Issuance.

References – listing of all hyperlinks

[WINNIE Questions for the State WIC Office](https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT)

(<https://redcap.health.state.mn.us/redcap/surveys/?s=YKT3FL3MHT>)

[WINNIE Questions & Answers](https://www.health.state.mn.us/people/wic/localagency/infosystem/winnieqanda)

(<https://www.health.state.mn.us/people/wic/localagency/infosystem/winnieqanda>)

Minnesota Department of Health - WIC Program 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 651-201-4444, health.wic@state.mn.us, www.health.state.mn.us; To obtain this information in a different format, call: 651-201-4444