MDH and WIC Logo

# WINNIE Roll-out Checklist

september 2024

## Tasks

Thank you to Hennepin County for developing this pre-rollout checklist.

NOTE: Many of these tasks can also be found in the [WINNIE Readiness Guide](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/readiness.pdf). Browser settings information can also be found in the [Browser Settings for Microsoft Edge](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/microsoftedge.pdf) and [Browser Settings for Google Chrome](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/googlechrome.pdf) reference documents.

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| --- | --- | --- | --- |
|  | **Task** | **Training Module** | **Table of Contents (TOC) Reference/Notes** |
|  | Ensure SWIPe is installed on your computer | [Hardware](https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html) | TOC: SWIPe >> SWIPe Installation |
|  | Pin SWIPe to taskbar (OPTIONAL) | [Hardware](https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html) | TOC: SWIPe >> SWIPe Installation |
|  | Spend time in Training Environment | [WINNIE Training](https://www.health.state.mn.us/people/wic/localagency/winnie/training.html) | Use modules as reference for questions |
|  | Receive username and temporary password | NA | Will receive afternoon before rollout from State |
|  | Login to [WINNIE Production](https://appwinnie.mnwic.net/) with temp PW and change password | [Accessing WINNIE 1](https://www.health.state.mn.us/training/cfh/wic/winnie/access1/index.html) | * TOC: Logging into WINNIE >> First Login * Call MN Help Desk if unable to login (1-800-488-8799, press 2, 2) |
|  | Ensure receive MFA code email | [Accessing WINNIE 2](https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html) | * TOC: Multi-Factor Authentication (MFA) * Remember Me |
|  | Ensure correct access to agencies and clinics | [Accessing WINNIE 3](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html) | TOC: Location Modal & User Preferences >> Location |
|  | Ensure you have access to Clinic Services (and Agency Admin if appropriate) | [Accessing WINNIE 3](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html) | TOC: Module Launcher >> Modules & Roles |
|  | Bookmark WINNIE | [Accessing WINNIE 3](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html) | TOC: Bookmark WINNIE Login Page |
|  | Ensure pop-up blocker is off in browser | [Document Overview 1](https://www.health.state.mn.us/training/cfh/wic/winnie/docs1/index.html) | * TOC: Pop-up Blockers in Google Chrome * TOC: Pop-up Blockers in Microsoft Edge |
|  | Ensure download settings are correct | Managing Downloads in:   * [Google Chrome](https://www.health.state.mn.us/training/cfh/wic/winnie/docs3a/index.html) * [Microsoft Edge](https://www.health.state.mn.us/training/cfh/wic/winnie/docs3b/index.html) | * Ensure downloads go to Downloads folder * Know how to delete downloads if your agency doesn’t have an automated process |
|  | Verify Password Manager settings | [Accessing WINNIE 2](https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html) | * TOC: Google Chrome Settings * TOC: Microsoft Edge Settings |
|  | Set **your ideal** WINNIE resolution | [Accessing WINNIE 3](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html) | TOC: Browser Zoom (The page layout will change based on zoom and screen size/resolution. You may find a zoom setting of 67%-85% on a 15.6 laptop is better for viewing with reduced scrolling.) |
|  | Bookmark [WINNIE Information System](https://www.health.state.mn.us/people/wic/localagency/winnie/index.html) page | NA | Access to all WINNIE information. |
|  | Bookmark the [Transition Guide](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/transition.pdf) | NA | Working document. Do not print. |

## Other WINNIE Resources

* [WINNIE User Tips](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/transition.pdf) – tips, reminders, questions, and lessons learned from Local Agency staff currently using WINNIE.
* [WINNIE Important Functionality](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/functionality.pdf) – a list of important functions in WINNIE, how to complete them, and where to find them.

## Reference – Complete Listing of Hyperlinks

[WINNIE Readiness Guide (https://www.health.state.mn.us/docs/people/wic/localagency/winnie/readiness.pdf)](file:///\\DATA9FB\CFHdata\CFH\SNP\MIS%20&%20Data\Training\WINNIE\02_TRAINING%20DOCUMENTS\WINNIE%20Readiness%20Guide%20(https:\www.health.state.mn.us\docs\people\wic\localagency\winnie\readiness.pdf))

[Brower Settings for Microsoft Edge (https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/microsoftedge.pdf)](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/microsoftedge.pdf)

[Browser Settings for Google Chrome (https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/googlechrome.pdf)](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/googlechrome.pdf)

[Hardware Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/hardware/index.html)

[WINNIE Training (https://www.health.state.mn.us/people/wic/localagency/winnie/training.html)](https://www.health.state.mn.us/people/wic/localagency/winnie/training.html)

[Accessing WINNIE 1 Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/access1/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/access1/index.html)

[Document Overview 1 Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/docs1/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/docs1/index.html)

[Managing Downloads in Google Chrome Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/docs3a/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/docs3a/index.html)

[Managing Downloads in Microsoft Edge Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/docs3b/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/docs3b/index.html)

[Accessing WINNIE 2 Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/access2/index.html)

[Accessing WINNIE 3 Training Module (https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html)](https://www.health.state.mn.us/training/cfh/wic/winnie/access3/index.html)

[WINNIE Information System (https://www.health.state.mn.us/people/wic/localagency/winnie/index.html)](https://www.health.state.mn.us/people/wic/localagency/winnie/index.html)

[Transition Guide (https://www.health.state.mn.us/docs/people/wic/localagency/winnie/transition.pdf)](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/transition.pdf)

[WINNIE User Tips (https://www.health.state.mn.us/people/wic/localagency/winnie/usertips.html)](https://www.health.state.mn.us/people/wic/localagency/winnie/usertips.html)

[WINNIE Important Functionality (https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/functionality.pdf)](https://www.health.state.mn.us/docs/people/wic/localagency/winnie/training/functionality.pdf)

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, [**health.wic@state.mn.us**](mailto:health.wic@state.mn.us), [**www.health.state.mn.us**](http://www.health.state.mn.us/); to obtain this information in a different format, call: 1-800-657-3942.

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