Illinois WIC Program Policy Practice Standards (PPS)
WIC MIS User Request: Action 2 Logging In
July 2022

Policy Practice Standards (PPS) assist staff in translating policy into practice. This guidance is intended to be used with the Illinois WIC Policy and Procedure manual; Administration section 2.7 to ensure new users have appropriate access to the WIC MIS (I-WIC).

Attention: Passwords for external IDs will expire within 90 days. Your external.illinois.gov account will become disabled due to inactivity after one year.

If you have forgotten your password or your password has expired, use the following link to reset*:*
https://www2.illinois.gov/sites/doit/support/Pages/DoITIdentityManagement.aspx

Action 2: Logging In

All steps in this document MUST be completed prior to beginning Action Item 3.

> Step 1: New User Initial Log In to WIC MIS- Training Environment for WIC staff training and practice
> Step 2: New User Initial Log In to WIC MIS- Production Environment for WIC clinic

Step 1: New User Initial Log In to WIC MIS- Training Environment for WIC staff training and practice
We recommend using Google Chrome.

1. **Click on the following link: https://ilwictraining.dhs.illinois.gov/i-wic/wichome.aspx**

2. **Log in to WIC MIS:**
   A. Enter your External Illinois ID in the USERNAME field (firstname.lastname)
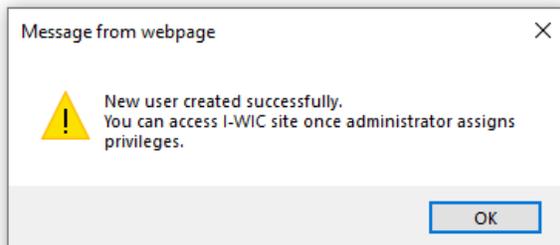   B. Enter your External Illinois ID password in the PASSWORD field

   C. Click the LOGON button

Please choose the domain for your user account.

❯ Illinois.gov

❯ External.illinois.gov

   D. Click on the EXTERNAL.ILLINOIS.GOV link

3. **The following box will pop-up, complete all information, and click SAVE. You MUST choose your local agency in the dropdown menu to avoid delays in the WIC MIS access process.**

New User Info

UserID	NT AUTHORITY\IUSR
First Name	
Last Name	
Local Agency	⌄

Save

4. **You should receive at least one of the two following messages:**

Message from webpage   ✕

⚠ New user created successfully.
You can access I-WIC site once administrator assigns privileges.

OK

AND/OR:

You have been redirected to this page since you meet one of the conditions listed below:

• Your User Id does not have any agencies assigned.
• Your User Id does not have any roles assigned.
• Your user Id is not active.

Please call or email your WIC Coordinator (,) for access into the I-WIC System.

Close

If you do not receive one of the above messages, please inform your WIC Coordinator.

5. **You have now successfully completed Step 1. Proceed to Step 2.**

Step 2: New User Initial Log In to WIC MIS- Production Environment for WIC clinic

1. **Click on the following link:** https://ilwic.dhs.illinois.gov/i-wic/wichome.aspx

2. **Complete items 2-4 listed in Step 1 above for access to the production environment.**

All screens will look identical to the Training Environment. Please follow the prompts until you reach one of the above messages in Step 1, item 4.

3. **Success! Inform your WIC Coordinator so they may complete Action Item 3 of the IWIC System Access process.**