

WINNIE Training Environment – Access Info

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Training Environment

The WINNIE Training Environment is for Local Agency Staff to practice performing certification activities and benefit issuance in a non-production desensitized environment. This environment is best used after the [WINNIE training modules](#) have been viewed.

This environment is a copy of the production database with the following changes made to ensure the information is de-identified:

- participant card colors = changed to black
- address = 101 ANY STREET
- city = ANY CITY
- zip code = 123451234
- telephone number = 1111111111
- email address = removed
- last name = truncated to first 3 letters
- first name = truncated to first 3 letters
- comment fields = removed
- scanned images = removed
- signature = removed

User Access

URL

The URL to access the training environment is <https://apptraining.mnwic.net>.

Usernames and Role

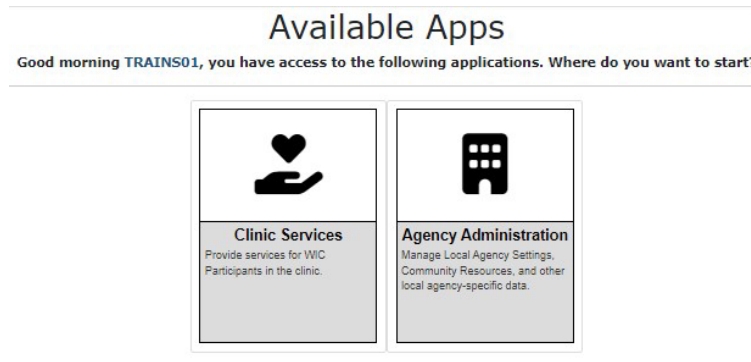
Each Local WIC Agency will be provided 1 username for the agency. The format of the username will be consistent across the state with a format of “TRAIN + 3-digit agency ID” (i.e. TRAIN999).

To obtain the username for the agency please contact the MN WIC Help Desk (1-800-488-8799, press 2, 2 or mnhelpdesk@gainwelltechnologies.com).

To ensure that all staff have access to the roles that they need to perform their tasks, all agency usernames will be assigned the following roles:

- WINNIE CPA with Scheduler (Role 2)
- Agency Admin (Role 10)

With these roles there will be 2 modules, Clinic Services and Agency Administration, available on the module launcher page.



Note: The module launcher page may differ from what you see in the WINNIE environment. If you are assigned WINNIE CPA (Role 1) you will only see the Clinic Services module.

Password

The password for initial login can be obtained from the MN WIC Help Desk. Once logged in with the default password you will be prompted to change it. Be sure to provide this new password to staff that will need to use it.

Multi-Factor Authentication (MFA)

MFA is enabled in the Training environment. The MFA code is sent via email and the email used is the shared email box that Local Agencies identified to use to receive online applications.

WIC Direct Training Environment

You can use the WIC Direct Training Environment to obtain card numbers to assign to households in the WINNIE Training Environment. You can manually redeem formula and food items in this environment, which can be used to practice benefit adjustments in WINNIE.

There are two step-by step documents that outline the process of obtaining card numbers and performing manual redemptions:

- [Obtaining WIC Card Numbers in the Training Database](#)
- [Manual Redemptions in WIC Direct Training Environment](#)

References – Complete Listing of Hyperlinks

WINNIE Training Modules

(<https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html#NaN>)

Obtaining WIC Card Numbers in the Training Database

(<https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/wd/cardstestdb.pdf>)

Manual Redemptions in WIC Direct Training Environment

(<https://www.health.state.mn.us/docs/people/wic/localagency/infosystem/wd/redemptions1.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, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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