

# WIC Division/Agency Staff WIX Logon ID Request Form

Revised 02/19/2013

## I. Staff Person Information

Agency Name:		Agency #:	Date:
Last Name:	First Name:		Middle Initial:
Telephone #:		Last 4 digits/SSN:	
Email Address:			

**Please email completed form to [tsulead@cdph.ca.gov](mailto:tsulead@cdph.ca.gov) or fax to (916) 440-5559.**

To select the check boxes below, please double click the box you wish to select. A window will appear, click on the circle labeled "Checked".

## II. Type of Request Please indicate the type of request by selecting the appropriate box.

**Add**     
  **Modify Current USER ID:** \_\_\_\_\_     
  **Delete**

## III. WIX Authorities -Please indicate which functions to enable for this staff person by selecting the appropriate box(es), if applicable:

- Autodialer** – Provides an appointment list for Autodialer.
- ISIS News** - Provides special notification to Local Agency Staff when they logon into ISIS. Usually, WIC manager is given access.
- Reporting Tool** - Provides access to WIC reports, the ability to create new reports, and receive requested Ad-Hoc reports. Usually, WIC manager and administrative staff are given access.

## V. Supervisor Authorization

Approved by:		Title:	
Phone:		Email Address:	

----- **(The section below is for Internal Use Only)** -----

Date Request Received:		Date Request Completed:	
ExtraNet ID:	Default Password:	Reporting ID:	Default Password:
Comments:			

**To RESET your WIX Logon ID, call the ISIS Help Desk at 800-224-7472**

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**Instructions for this form:**

**Whenever a password is 'Revoked', it means the password must be reset by the WIC Help Desk. Call our Toll-Free number at: 800-224-7472.**

All requests are completed by the Supervisor. The form must be completed entirely.

I. Complete 'ALL' sections

II. Type of Request

- a. **ADD** means that this is a new request. New, means that a User has never had a WIX Logon ID or may have previously had a WIX ID which was deleted.
- b. **Modify** means that the User has an existing WIX Logon ID. This means that the Supervisor is requesting that the User's authorities be changed; It may mean requesting special authority (such as "Adding ISIS News or Autodialer") or it may mean deleting a special authority.
- c. **Delete** means that the Supervisor is requesting that the User Logon ID be deleted; this is usually done when the User no longer works under the Supervisor who initially requested the Logon ID.

III. Authorities for WIX

- a. Check the box(es) that apply

V. Supervisor Authorization

- a. Complete 'ALL' sections