



Journey

Add New User Request Form

This form is to be filled out & submitted by the WIC Director/Coordinator. Please fill out all fields and email this completed form to the **WIC Help Desk** - dhhs.wichelp@nebraska.gov

New Employee Information

Name:

Title:

Agency:

Work Email:

Address:

City:

State & Zip Code:

Phone:

Date Employee Starts:

Staff Roles

Clerk

WIC Director

Breastfeeding Peer Counselor

CPA

Clinic Coordinator

Vendor Manager

Other (fill in role)

Training

If staff will be working as a CPA or Clerk, are they scheduled to attend the WIC Training Center yet? Yes No

If no, please contact Jackie Johnson to schedule. (402-471-0195; or Jackie.johnson@nebraska.gov)

If yes, when?

Requestor Information:

Name:

Work Email:

City:

Phone:

Date of Request:

State Office Staff to Complete:

Date Added to Journey Train:

Added by:

- Please allow up to 30 business days for completion of User ID creation
- Once User ID is created, an Email notification will be sent to both the New Employee & Requestor
- Any questions, contact the WIC Help Desk – 402-471-0911 or 1-888-275-2018