



Journey & NESIIS 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