

ADDING A USER TO WINS

1. Log in to your WINS account. You must be a **Sponsor-Admin** to add another user. Select **Manage User Accounts**.

The screenshot shows the WINS application interface. At the top right, the user is logged in as **Mr. Bean** (Sponsor - Admin) with a session timeout of 19:43. A blue arrow points to the **Manage User Accounts** button in the top navigation bar. Below the navigation bar, the user is viewing the **Anywhere Center (160140)** page. The main content area is divided into several sections: **SPONSOR** (with fields for ID, FEIN, Entity Type, etc.), **PROGRAMS** (with a table showing Child Care Program), **YOUR WORK QUEUE** (No Records Found), **NOTIFICATIONS AND ALERTS** (No Records Found), **DUNS NUMBERS** (No Records Found), **AUTHORIZED USERS** (table with Mr. Bean), and **SPONSOR STAFF** (table with Jane Doe). The **ADDRESSES** section also shows No Records Found.

2. Select **Create A New User**.

The screenshot shows the **Manage Users** page in the WINS application. A blue arrow points to the **Create A New User** button. The page displays a table of users, which is currently empty. The table has columns for **UserID**, **Username**, **First Name**, **Last Name**, **SecurityGroups**, **Last Signin**, and **Sign ins**. The page also includes a sidebar with navigation options like **Home / Applications**, **Your Account**, **Manage Users**, **About This Site**, **Help Page**, and **Sign Out**.

3. Fill in all required fields.
 - a. **Sponsor** - This will be automatically selected.
 - b. **Username** – Please enter in “FirstLast” format.
 - c. **Password** – Needs to be atleast 6 characters. Makes sure to check the **User must reset password on first sign in** box.
 - d. Enter **First Name** and **Last Name**.
 - e. Enter the **Primary Email Address** for the user you are creating.
4. Select **Next**.

Creating A New User Home > Manage Users > Creating A New User

Creating A New User - Step 1 of 2

Use this form to create an account.
Please enter the information below and click the Next button.

Sponsor: Anywhere Center *

User Name: PippiLongstockings *

Password: *

Confirm Password: *

User must reset password on first sign in.

First Name: Pippi *

Last Name: Longstockings *

Primary Email Address: PippiLongstockings@Awesomesauce.com *

[Cancel](#) [Next](#)

5. Select **Create Account**.

Creating A New User Home > Manage Users > Creating A New User

Creating A New User - Step 2 of 2

New User Account Summary Page

Sponsor: Anywhere Center

User Name: PippiLongstockings

Password:

Must Reset Password: No

First Name: Pippi

Last Name: Longstockings

Primary Email Address: PippiLongstockings@Awesomesauce.com

2nd Email Address:

[Cancel](#) [Previous Step](#) [Create Account](#)

6. **Select A Group** for your user. The options are:
 - a. **Sponsor-Admin** – A *Sponsor-Admin* will have access to all areas of WINS, and will be able to create other users.
 - b. **Sponsor-User** – A *Sponsor-User* will only have access to what you allow them to, and they will not be able to create other users.
7. Select **Submit**.

Manage User's Groups Home > Manage Users > Viewing User Profile > Manage User's Groups

User Account was created OK and an Email has been sent to the user instructing them on how to access their account.

The user account was created. Now you need to assign access to the WINS system. Select a security group from the list below. You may be asked to provide options. The user will be limited to editing data in the WINS system that is applicable to the options you select.

Manage User's Groups - Step 1 of 1

Adding a group for 'Pippi Longstockings'.
Please enter the information below and click the Submit button.

User's Current Groups For WINS

- None

Select A Group: Sponsor - Admin Sponsor - User

Sponsor:

8. Your user is now created and will show up in the **Authorized Users** list in WINS.

Anywhere Center (160140)

(0) Sponsor Notes (0) Documents (3) Status History Uploads Go to Site:

Sponsor Profile: Applications Sites Shared Calendar Budgets Claims Accounts

Sponsor Information Current Overview Budget/CNFR Exemption

SPONSOR Edit View History

Sponsor ID: 160140
 FEIN: 55-5555555
 Entity Type: Private
 Legal Entity Type: Sole Proprietorship
 Non-Profit: No
 Tax Exempt via 501(c)(3): No
 RCCI: No
 Residential Camp: No
 Tribe: No
 Statewide Vendor #: SWV000000000
 County-District #: 39
 Congressional District: At-Large District
 Payment Method: Electronic Funds Transfer (AFRS)
 Sponsor Status: Active (7/11/2016)
 Payment Status: Pay Sponsor
 Last 1-in-36 Month Exemption: Unknown

PROGRAMS Add Manage

Program	Status	Status Date	Specialist
Child Care Program	Eligible	7/11/2016	Judy Larsen

YOUR WORK QUEUE

No Records Found

NOTIFICATIONS AND ALERTS

No Records Found

DUNS NUMBERS Add

No Records Found

SPONSOR STAFF Edit

Name	Title	Phone
Jane Doe	Director	

AUTHORIZED USERS

Name	Access	Last Signin Date
Mr. Bean	Sponsor - Admin	7/28/2016
Pippi Longstockings	Sponsor - Admin	

REMOVING A USER FROM WINS

1. Log in to your WINS account. You must be a **Sponsor-Admin** to add another user. Select **Manage User Accounts**.

WINS WASHINGTON INTEGRATED NUTRITION SYSTEM

Welcome **Mr. Bean**
Sponsor - Admin
[Sign Out](#)

[Edit Your Account](#) [Manage User Accounts](#)

Home Tools Info Session Timeout: 19:44

Anywhere Center (160140)

(0) Sponsor Notes (0) Documents (3) Status History Uploads Go to Site:

Sponsor Profile Applications Sites Shared Calendar Budgets Claims Accounts

Sponsor Information Current Overview Budget/CNFR Exemption

SPONSOR [Edit](#) [View History](#)

Sponsor ID: 160140
FEIN: 55-5555555
Entity Type: Private
Legal Entity Type: Sole Proprietorship
Non-Profit: No
Tax Exempt via 501(c)(3): No
RCCI: No
Residential Camp: No
Tribe: No
Statewide Vendor #: SWV000000000
County-District #: 39
Congressional District: At-Large District
Payment Method: Electronic Funds Transfer (AFRS)
Sponsor Status: Active (7/11/2016)
Payment Status: Pay Sponsor
Last 1-in-36 Month Exemption: Unknown

PROGRAMS [Add](#) [Manage](#)

Program	Status	Status Date	Specialist
Child Care Program	Eligible	7/11/2016	Judy Larsen

YOUR WORK QUEUE
No Records Found

NOTIFICATIONS AND ALERTS
No Records Found

DUNS NUMBERS [Add](#)
No Records Found

SPONSOR STAFF [Edit](#)

Name	Title	Phone
Jane Doe	Director	

AUTHORIZED USERS

Name	Access	Last Signin Date
Mr. Bean	Sponsor - Admin	7/28/2016
Pippi Longstockings	Sponsor - Admin	

ADDRESSES
No Records Found

2. Once in the **Manage Users** screen, you will see the users that currently have access to WINS. **Select** the user that you would like to remove.

NS ED NUTRITION SYSTEM

Home / Applications Your Account Manage Users About This Site Help Page Sign Out

Manage Users [Home > Manage Users](#)

You Are Viewing All Your Users [Create A New User](#)

Show 1000 items per page Page: 1

	UserID	Username	First Name	Last Name	SecurityGroups	Last Signin	Sign ins
Select	2309	PippiLongstockings	Pippi	Longstockings	Sponsor - Admin		0

3. Select **Edit Sponsors**

Viewing User Profile Home > Manage Users > Viewing User Profile

Pippi Longstockings Delete This User

Username: PippiLongstockings Email: PippiLongstockings@Awesomesauce.com
First Name: Pippi 2nd Email:
Middle Initial: Phone:
Last Name: Longstockings Fax:
Expire Date: Birth Date: 7/28/1948
Sponsor: Anywhere Center Town Of Birth: Vispy
Secret Question 1: **Missing**
Secret Question 2: **Missing**
Secret Question 3: **Missing**

Systems & Groups

Applications and Groups Manage groups for this user

NOTE: These are not links.

Application	Group	Sponsor	Details
WINS	Sponsor - Admin	Anywhere Center	

4. Select **Delete**.

A User's Sponsors Home > Manage Users > Viewing User Profile > A User's Sponsors

[Return to Pippi Longstockings' profile.](#)

ID	Sponsor	
17146	Anywhere Center	Delete


5. You will receive this pop-up. Select **OK**.

A User's Sponsors Home > Manage Users > Viewing User Profile >

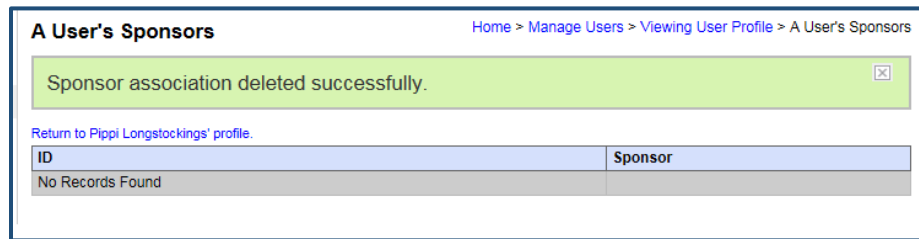
[Return to Pippi Longstockings' profile.](#)

ID	Sponsor	
17146	Anywhere Center	Delete

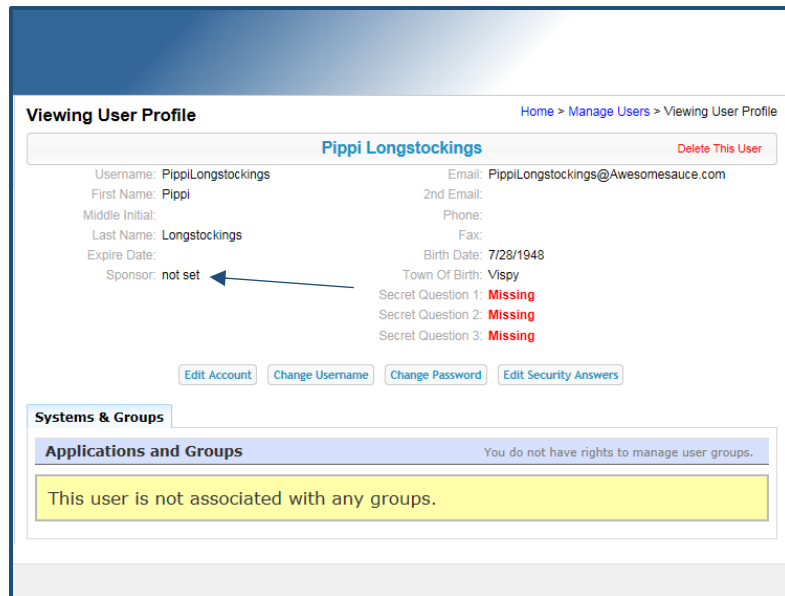
Message from webpage X

 Are you sure you want to delete this sponsor for this user?

- You will be redirected to this page. You will see this message “**Sponsor association deleted successfully.**” There will no longer be a sponsor associated with this user.



- When you view their user profile, you will see “**not set**” under sponsor. This user no longer has access to your WINS information.



- When looking at your **Sponsor Profile** (main page), you will see that the user is no longer listed under **Authorized Users**. Please follow these steps for any users listed in WINS that are no longer associated with your institution/center. All **Authorized Users** will have access to your WINS account until you remove them.

