

Real-time Online Statewide Information Environment (ROSIE) Security Awareness Guidance for Using the Course

This online course is for any staff or volunteers that use or supervise those who use the WIC Data System: ROSIE. This course covers the security requirements and practices necessary for protecting WIC information as it relates to ROSIE.

- A new ROSIE agreement must be signed after completing this course (annually).
- Local ROSIE administrators are required to send the State office a copy of their agreement (annually).
 - Local ROSIE administrators must maintain their agency user agreements (annually).

This training is required for all new employees and annually thereafter. Proof of training via signature and date is required. Project directors do not need to send proof of training to the state office; however, they will want to keep a record of signatures on file as they may be requested during routine monitoring evaluations.

Course format

- Self-paced
- Internet on an Adobe Connect Platform

Computer System Requirements

- Internet connection (broadband or better recommended)
- Sound capability (with speakers or headphones)
- Flash Player 7 or later (Get Flash Player: <https://www.adobe.com/go/getflash>)
- One of the following browsers:
 - ✓ Window: Internet Explorer 9 or later, Firefox 1.x and later, Safari 3, Chrome or Opera 9.5
 - ✓ Macintosh: Firefox 1.x and later, Safari 3

Attend an Adobe Connect Training/Meeting:

It is recommended that you test your computer prior to attending a meeting. You can do this by going to https://connect.wisconsin.gov/common/help/en/support/meeting_test.htm. The Connection Test checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting. If you do not pass the test, perform the suggested actions and run the test again. **Tip:** The fourth step of the Connection Test is for the Adobe Connect Add-in which is only required for Meetings Hosts and Presenters who need to share their screen. Installing the add-in is not required, but may enhance your meeting experience.

Questions with this training course

Contact your local ROSIE Administrator (usually your project director; if not, your project director will know who is). Otherwise, contact your state ROSIE Administrators:

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