

**ACTION MEMO #16-17**

**MEMORANDUM**

**TO:** District Nutrition Services Directors

**FROM:** Anthony McGaughey   
Deputy Director of Program Administration  
Georgia WIC Program

**DATE:** February 1, 2016

**SUBJECT:** Georgia Gateway Office Management Update

In an effort to prepare for the Georgia Gateway implementation, Virtual Private Network (VPN) accounts must be established for all intended users. VPN enables users to send and receive data across shared or public networks, as if directly connected to a private network. In this case, users will be able to connect to Georgia Gateway worker portal benefiting from the functionality, security and management policies of the network. This is the only option for gaining access to the system considering districts are not on the state's active directory.

In order to facilitate this task with DPH IT and Deloitte, the Office Management user list, previously submitted in July 2015, must be updated to create User ID's for each person.

The attached Office Management Excel spreadsheet includes three tabs for review and completion. Please review the office, unit and user profiles for any necessary updates (i.e. additions or deletions). Refer to the data points tab for descriptions. Do not make any entries on this first tab.

**Action Steps:**

- Complete the office and unit profile tabs by selecting the appropriate cell(s) to update. Highlight all updates for your district in yellow.
- Complete the user profile tab by selecting the appropriate cell(s) to update. Highlight all updates for your district in yellow. To remove users, delete the applicable row. To add a user, insert a new row and complete all fields for that individual.
- Submit the completed spreadsheet to Astride Ainsley by February 9, 2016.



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If you have any questions regarding this information, please contact Astride Ainsley at 404-232-1214 or via email at [Astride.Ainsley@dph.ga.gov](mailto:Astride.Ainsley@dph.ga.gov).

Attachment

c: Debra L. Keyes, MA, RD, Director, Georgia WIC Program  
District Health Directors  
District Program Managers  
WIC Deputy Directors  
WIC Managers