Instructions: User Guide for accessing and using the TXIN Production and SANDBOX Environments
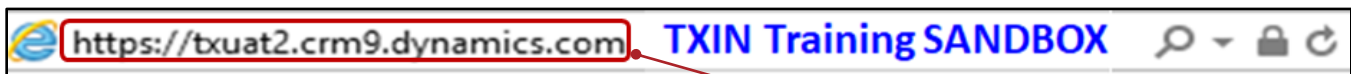
SANDBOX Environment

The SANDBOX is a separate environment of the TXIN application used to practice and learn processes and tasks in TXIN. Family and Participant information entered in the SANDBOX is fictitious.

*NOTE: You **must** be in the **SANDBOX** environment when entering practice information.*

Access and Sign in to the TXIN SANDBOX

1. Open **Edge Chromium. If**. If you do not have Edge Chromium, use **Google Chrome**.
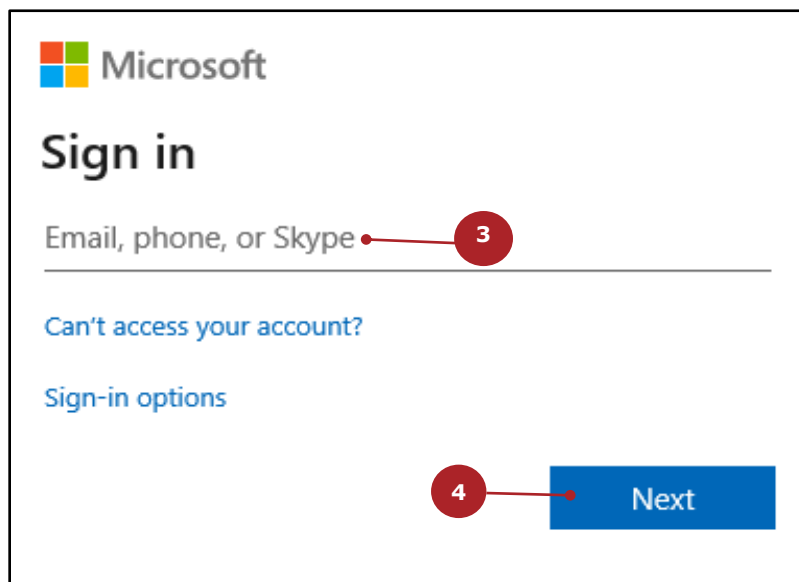   NOTE: **Do not use Internet Explorer (IE)**.
2. Enter the TXIN Training SANDBOX URL in the address bar.
   https://txuat2.crm9.dynamics.com

3. In the **Microsoft Sign in** pop-up box, enter your email address.
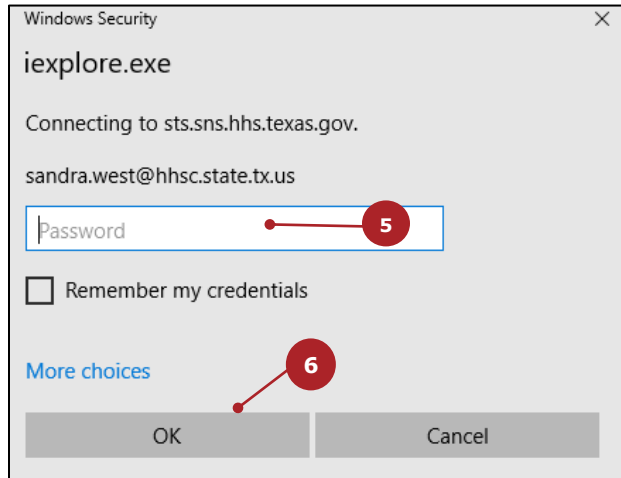
   NOTE: User's organization name may show in the pop-up box.
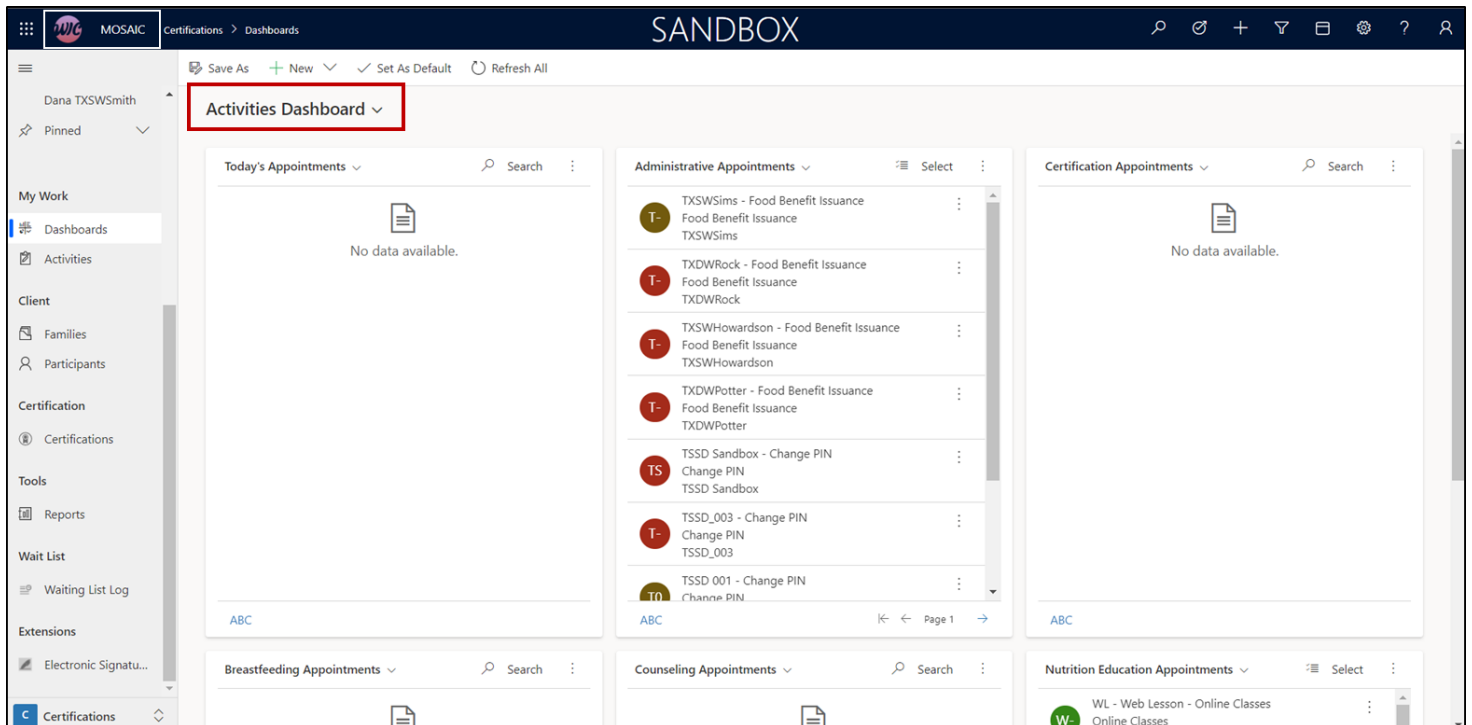
4. Click **Next**.

5. Enter your **Password**.

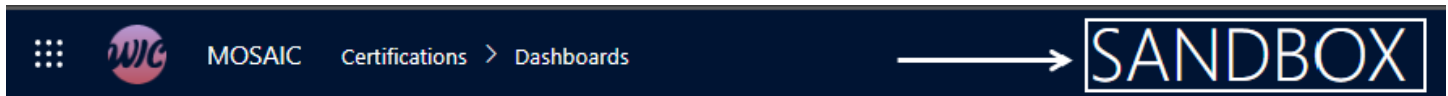*NOTE: This is the same password used to sign in to your email.*

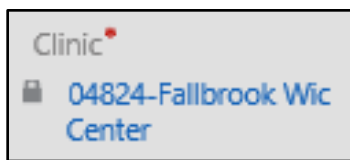6. Click **OK**. The **WIC Mosaic Activities Dashboard** displays.

Confirm User is in the TXIN Sandbox Environment

Before you begin entering practice information into TXIN, it is important to confirm you are in the SANDBOX environment! There are several ways to verify you are in the SANDBOX.

1. The word **SANDBOX** displays on the Dynamics 365 navigation toolbar. If it doesn't, you are not in the practice environment of TXIN.

2. **All** Sandbox users are assigned to 04824-Fallbrook Wic Center in the TXIN SANDBOX.

> *NOTE for clinic staff who assist Participants in the Fallbrook clinic (048-24):* *This is also your clinic in the Production environment. It is critical to confirm SANDBOX is displayed in the navigation toolbar before entering any practice information!*

Entering Information in the TXIN SANDBOX
Enter Family Name

When you enter a fictitious Family Name in the **SANDBOX**, you must use the following naming format. Using this format makes the record easily identifiable as a practice record.

1. The first two characters are TX.
2. The second two characters are your initials.
3. Next, enter a fictitious **Last Name**. In the example below, the Family Name is Smith.

    NOTE: There should be no spaces between the characters.

Example Family Name:
TXSWSmith

In the next example, the Family Name is Hanes.

Example Family Name:
TXSWHanes

Enter Participant Name

When you enter a Participant Name in the SANDBOX, you can use any first name you want. It is important that the participant's last name is entered as shown in the examples above.

The examples on the next page show how participants Dana TXSWSmith and Aneese TXSWHanes are entered in the SANDBOX.

Dana TXSWSmith

Aneese TXSWHanes

28-Sept- 20

Production Environment

When you are ready to assist Participants in your clinic, you **must** be in the **Production** environment of TXIN.

The TXIN Production environment is used for entering ALL live information about Participants and Families who come into your clinic.

NOTE: Never enter fictitious information in TXIN Production. It is never used to practice your TXIN skills!

How to Identify TXIN Production
The URL for TXIN Production is different from the SANDBOX. When you are ready, your supervisor will provide you with the TXIN Production URL. The instructions to log in are the same; however, there are things to look for to ensure you are logged into the Production environment.

Navigation Toolbar
The best way to know what TXIN environment you are in, is to look for the word SANDBOX in the TXIN navigation toolbar.

The Production navigation toolbar **does not** display the word SANDBOX. See the sample Production navigation toolbar below.
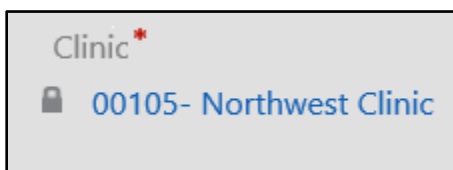

NOTE: If you see the word SANDBOX displayed in the navigation toolbar, you are not in TXIN Production!

Clinic Information
In the Production environment, all records you create, change, and/or update display the clinic you are assigned to in TXIN.

Need Help Signing In?

- For questions and/or problems signing into the **TXIN Production Environment**, call the Verdtek MOSAIC Service Desk at 844-569-8946.

- For questions and/or problems signing into the **TXIN Sandbox**, call the Texas State Service Desk at 800-650-1328 or WICHelpDesk@hhsc.state.tx.

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