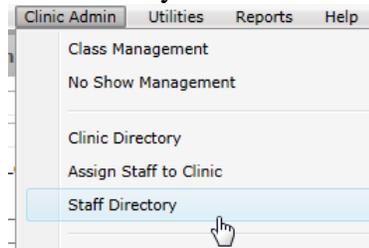




**Question:**  
**I need to change my name or email address. What needs to be done to change it in KWIC?**

**Answer**

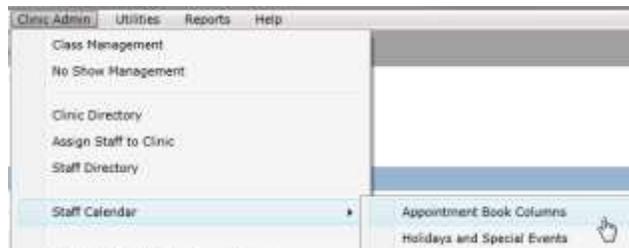
A local staff member with **KWIC Administrator** security clearance can make a name change in the KWIC system. Use the Clinic Admin/Staff Directory to find and retrieve the staff record.



On the Detail tab, you can change your name or email address and then click save.



Editing the name on the Detail tab changes it in the entire KWIC system, except in Appointment Book Columns. Most agencies do not use full names in the appointment book columns, but if you need to change a name here, use Clinic Admin/Staff Calendar /Appointment Book Columns.



Make sure to notify the State Agency (SA) at [wicstaffchange@kdheks.gov](mailto:wicstaffchange@kdheks.gov) so we can make the changes in our records outside of KWIC.





**Reminder for Staff Changes**

Reminder that per policy [ADM 07 02 01 KWIC User Security](#), if a Local Agency employee leaves employment due to termination, then the Local Agency shall contact the State Agency to have the employee’s access removed from KWIC within 24 hours of termination. If a Local Agency employee leaves employment under normal circumstances (ex. 2 weeks’ notice), then the Local Agency shall contact the State Agency to have the employee’s access removed from KWIC within 1 week from the end of the employee’s employment.

Please be sure to follow this policy as it is important that the only people who have access to the system are those who are current employees.

**Income Eligibility Screen Known Error**

With the latest release in October 2015 to SQL Server, there was a known error with the Income Eligibility screen and receiving an exception error upon clicking the save button. When adding an Income Source Description on the Income Eligibility screen of more than 30 characters, you will receive an exception error when you attempt to save the screen. The work around for this is to make sure the source description entered is exactly 30 characters or less, in order to save the record without receiving an exception error.

Income Sources	
Source Description	St. Paul's Church/Claudia
Period	Monthly
Amount	1594
Proof	Payroll Stub
<input type="checkbox"/>	Proof Pending
<input type="checkbox"/>	Self-Declared

←

Average		
Jan	Feb	Mar
Jul	Aug	Sep

