

# WEBSITE TUTORIAL

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## Let's Get Started....



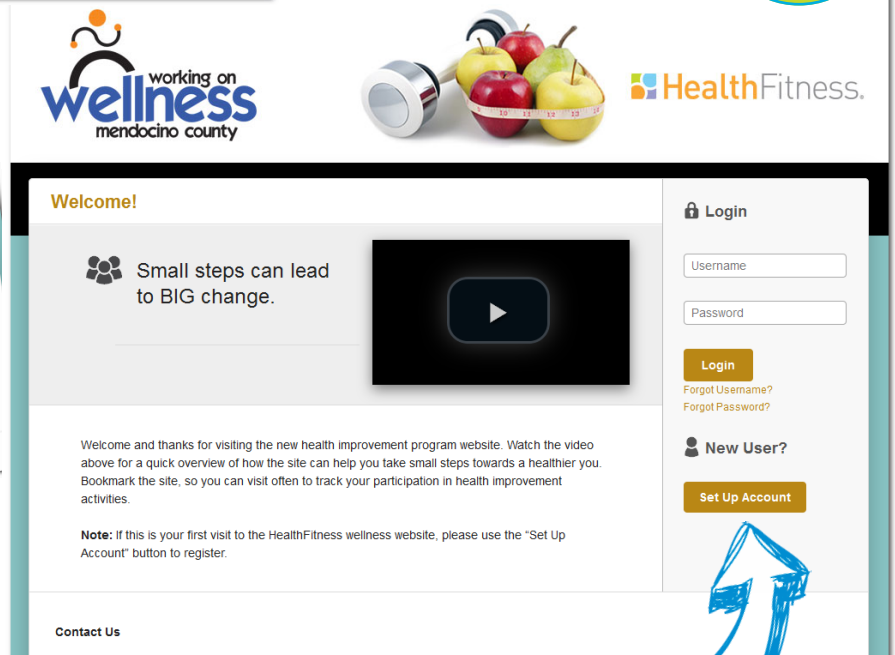
To access the new HealthFitness website, click on the HealthFitness button link located on our MCWOW website ([www.co.mendocino.ca.us/hr/mcwow](http://www.co.mendocino.ca.us/hr/mcwow)). The easiest way to find the MCWOW website is by going to google.com and searching for MCWOW. We are the first option to show up!

You will need to set up a new Account with HealthFitness. Click on the "Set Up Account" Button

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HealthFitness will ask for your legal first name, last name, date of birth and the last 6 digits of your Social Security number. Click Continue.



**Welcome**

Greetings!

Welcome to our exciting, new health improvement website! From its foundation in trusted health science, the website embraces smart tools and a thoughtful design to inspire new, healthy changes and guide you to the resources that can lead to better health.

Be sure to take advantage of this website and the health improvement programs offered to help you take charge of your health.

Be well.  
-MCWOW

[Continue](#)

## WELCOME

Once you enter your name, DOB and SSN, you will receive a Welcome message. Click continue.

## Profile Information

After Step 4, HealthFitness will ask you to set up your user name, password and other preferences. The user name can be whatever you wish it to be. Pick something you can remember! Your password must be 8 digits long. It must also contain a number and an uppercase letter. Once you are finished entering your preferences, click **Save & Continue** at the bottom.

**Profile Information**

In order to personalize your online experience, please complete the following:

*\*Required field*

Gender: ☒ Male ☐ Female

Preferred First Name:

Preferred Email:   
For your security, **do not** use shared email accounts.

Preferred Phone #:

Create Username:   
The minimum Username length is 6 characters long.

Create Password:   
Password Strength

Retype Password:

Please choose 3 security questions to answer so that you can manage your password in the future.

Security Question 1:

Security Answer 1:

Security Question 2:

Security Answer 2:

Security Question 3:

Security Answer 3:

Which of the following would make the **biggest impact to your overall health and well-being** so we can offer tools and resources that you may find helpful? (Choose one)

Top Wellness Goal:

Notify me when I have a new message in My Inbox: ☒ E-mail ☐ Text

Notify me when I have an Activity, Event or Resource available to me: ☒ E-mail ☐ Text

I want to receive Daily Health, Fitness and Nutrition Tips: ☒ E-mail

Upload Photo:

Upload Photo

Terms and Conditions: ☐ Accept

Before entering the site we suggest that you take time to read both the [Privacy Policy](#) and [Terms and Conditions](#) documents. By selecting 'Accept', you are indicating your acceptance to both documents.

[Back](#) [Save & Continue](#)

Contact Us

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HealthFitness.

Welcome to your new HealthFitness webpage. Down the middle of the page, you will see a newsfeed similar to facebook. Tips based on your preferences, along with upcoming reminders will also be shown in this middle section.



## TO-DO'S

For this year, please disregard the To-Do's section concerning the Incentive Program. If you completed Step 1 of Incentive Program, you have already completed a Health Assessment and do not need to complete it a second time. The To-Do's section has goals to reach for but unfortunately they do not tie to the incentive program this year.

## CHECK YOUR PROGRESS

Now you can easily see your Step 2 progress by checking the progress bar located in the black section at the top of your page.

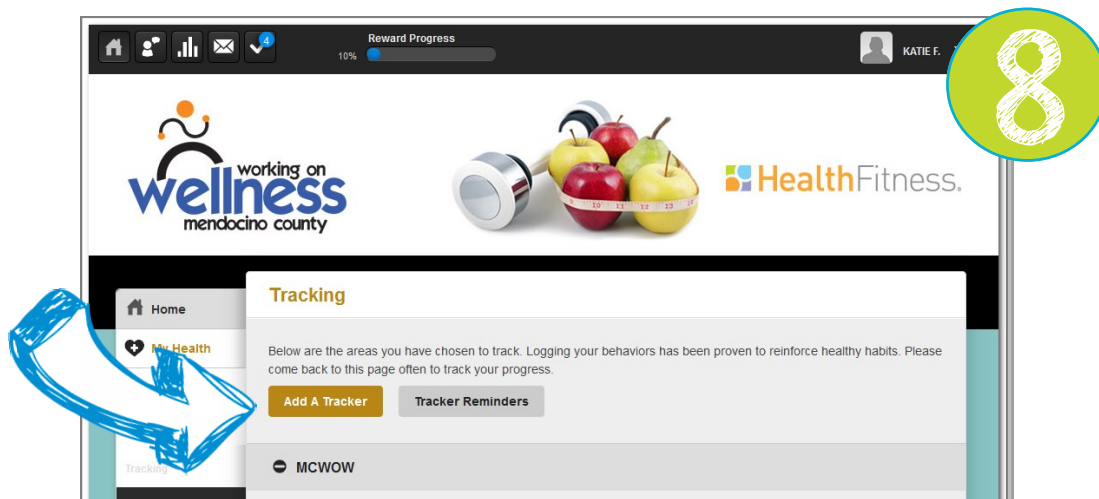
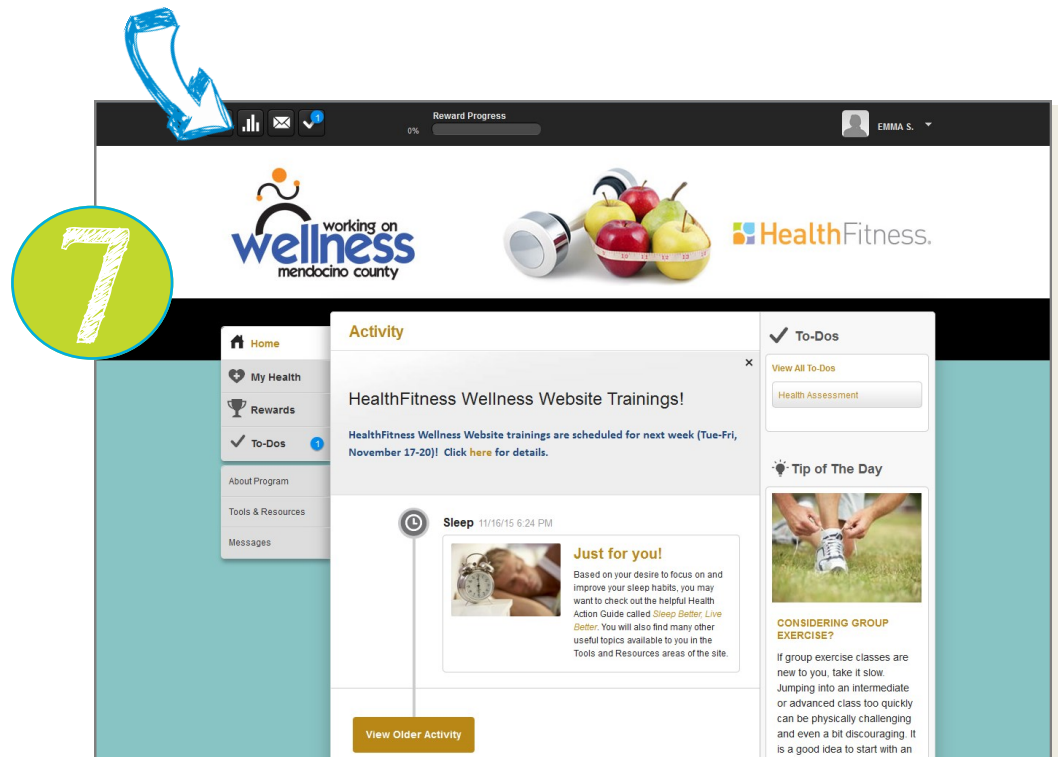
## A HUB OF INFORMATION

The black bar at the top of your webpage is a hub of information. You can click on the  icon to go to your **HOMEPAGE**. Click on  the icon to go to your **HEALTH COACHING** page. You can access your **TRACKING** page here, as well as **MESSAGES** and your **TO-DO** list.

# LOGGING YOUR STEP 2 POINTS

The process to log your Step 2 points is a little different than what you may have been used to.

To begin logging your Step 2 points, you will want to click on the **“Tracking”** icon located at the top of your webpage in the black header bar. This is where you will track your activities to earn points.




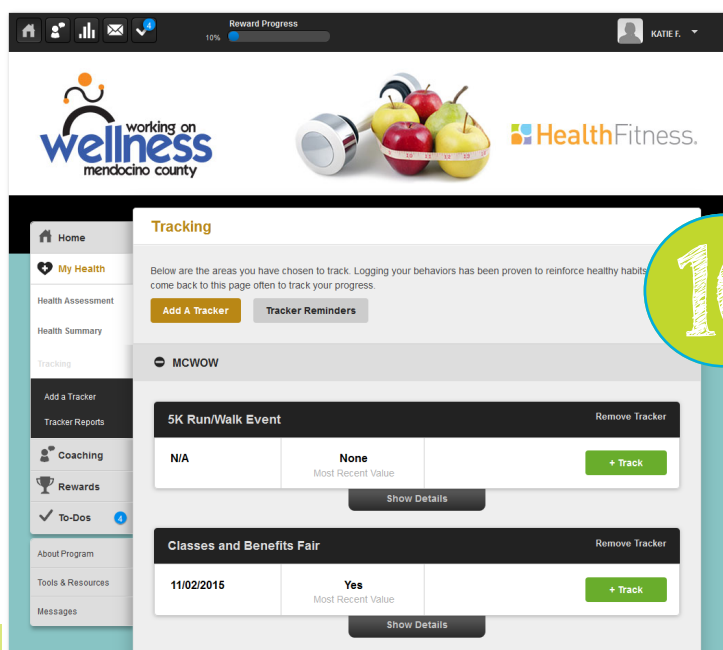
The first time you log in, you will need to customize what types of activities you want to “track” to earn points for. These can be modified at any time, but it will be helpful to set this up now. To do this, you will need to click **“Add a Tracker”**



# LOGGING YOUR STEP 2 POINTS

9. On the **Add A Tracker** page, scroll over to the tab titled **MCWOW**. From here you can add trackers for any or all of the activities you would like to earn points for. Repeat this process (Steps 7-9) whenever you would like to add another tracker)

10. Your tracking page will now be set up to Track activities whenever you would like. You can quickly access the Tracking Page again by clicking the tracking icon  located at the top of your webpage.



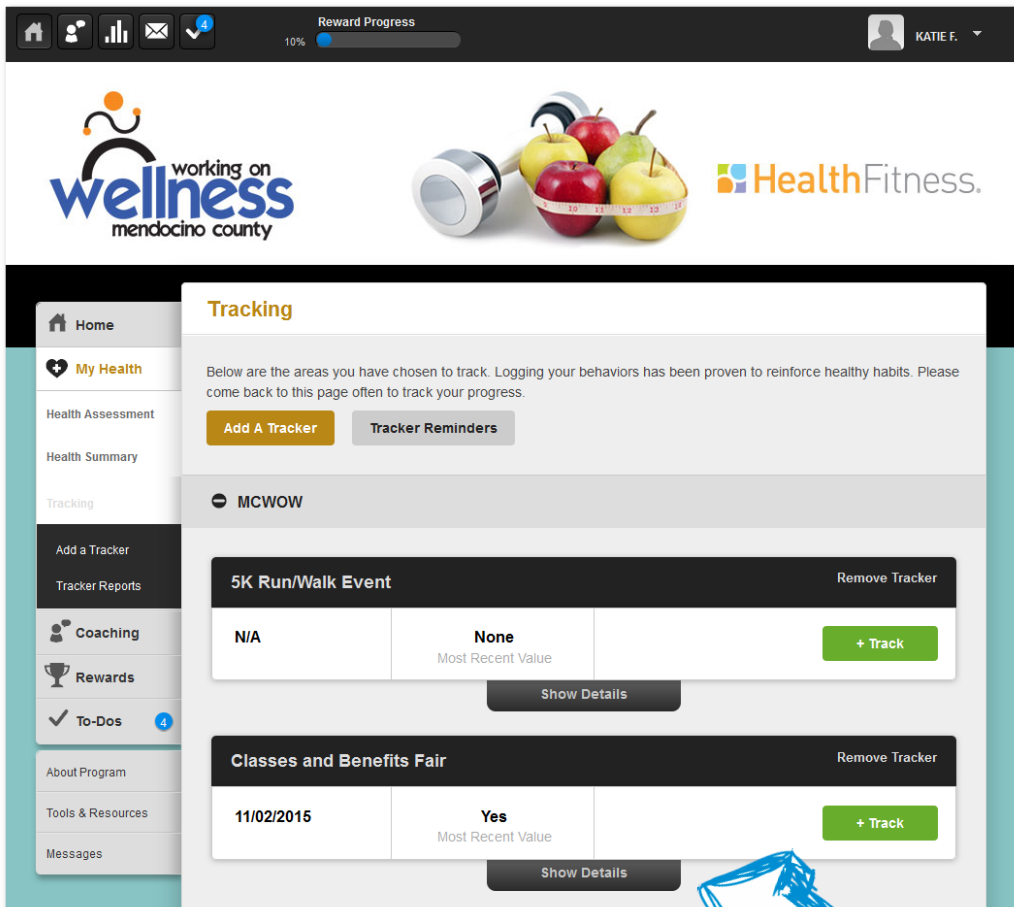
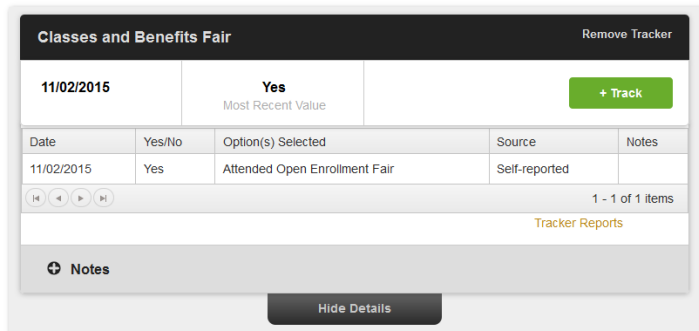
**CAUTION!!** You will only earn points using the trackers located underneath the **MCWOW** tab. Make sure, for example that if you are tracking physical activity, you use the tracker located under the MCWOW tab, and **NOT** the Physical Activity tab.



## Not sure if you have already added an activity to the Incentive Tracker?

Go to the Tracker page and click on **"Show Details"** to find out what you have already earned points for.

You cannot un-do activities you have already entered so be sure to check first if you are in doubt.

Date	Yes/No	Option(s) Selected	Source	Notes
11/02/2015	Yes	Attended Open Enrollment Fair	Self-reported	

1 - 1 of 1 items

Tracker Reports

Notes

Hide Details

## NEED HELP?

CALL MCWOW AT 234-6610 OR HEALTHFITNESS AT 1-800-337-8508 (7am-7pm CST)

