

WEBSITE TUTORIAL

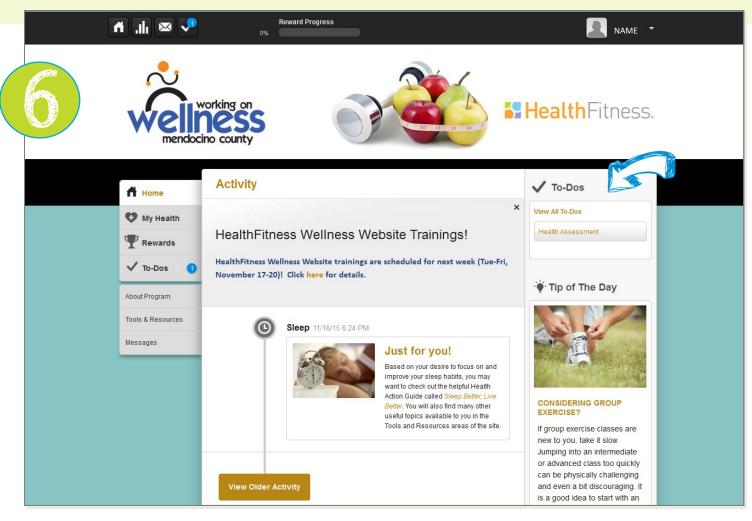


FORGET YOUR USERNAME OR PASSWORD? Click the Forgot Username/Password Link or call HealthFitness at 1-800-337-8505



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Be sure to take advantage of this website and the health improvement programs offered to help you take charge Be well.	e of your health.			
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Profile Information After Step 4, HealthFitness will ask you to se	tup	Security Question 3:*	Select 💌	
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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 **Solution** 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



points.

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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



	Reward Progress		O
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C Mu Health	Below are the areas you have chosen to track. Logging your behaviors has been proven to reinforce healthy habits. Pleas come back to this page often to track your progress.	e	
Tracking	• MCWOW		

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"

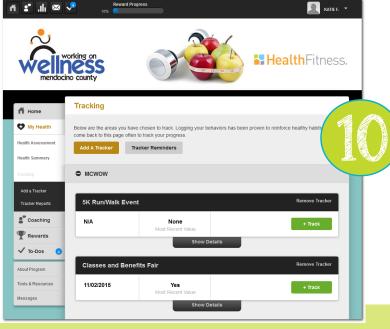


LOGGING YOUR STEP 2 POINTS

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 I 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.



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CHECKING YOUR PROGRESS

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For a detailed view of your Step 2 Reward progress, click on **Rewards**, located in the toolbar on the lefthand side of your page.

The screenshot below will show you your progress, how many points for each activity you have earned, along with telling you how many points are possible for each category.

If you earned any points on healthyroads.com prior to 11/1/2015, these points will soon be shown under the "Previous Points Earned" section.



MCWOW Incentive Program

Earn 100 health and wellness poir	its Reward in Pro	ogress	Val	ue \$150
Personal Progress				
10%				
Complete 100 points to finish this level				
Reward Activity	Due Date	Points	Personal	Progress
Previous Points Earned	6/1/2016	100	🕐 0 pts	
Your previous points earned from July 1, 2015 to November	r 1, 2015 will be uploa	ded soon. No need	for any action on ye	our part!
Coaching Sessions (25 points per session)	6/1/2016	100	O pts	Start
To speak with a health advisor or enroll in health coaching,	call 1-800-337-8508 ;	and press option 2.		
Countywide Health Challenges (40 points each)	6/1/2016	100	🕐 0 pts	Start
To track your completion of a health challenge, click the gre Challenges>Add Tracker	en Start button on the	right, then click the	MCWOW tab>Cou	untywide Health
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By clicking the green start button next to each activity, you can also add activity trackers from this screen as well.



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.

Classes and Benefits Fair

Yes/No

Yes

11/02/2015

Date

11/02/2015

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Health Assessment Health Summary	Add A Tracker	age often to track your progress. Tracker Reminders	
Tracking	• MCWOW		
Add a Tracker			
Tracker Reports	5K Run/Wal	k Event	Remove Tracker
Coaching	N/A	None Most Recent Value	+ Track
T Rewards		Show Details	
V To-Dos			
About Program	Classes and	l Benefits Fair	Remove Tracker
Tools & Resources	11/02/2015	Yes Most Recent Value	+ Track
Messages		Show Details	
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	+ Track		
Source Self-reported	Notes		
	1 - 1 of 1 items		
Tracket	r Reports		

NEED HELP?

Yes Most Recent Value

Option(s) Selected

Attended Open Enrollment Fai

Hide Details

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

