



Personal Health Assessment Process

Step 1: Login to Your Wellworks Account

Location:

All appointments will be held in the Warch Campus Center – Hurvis & Mead Witter rooms. Appointment time and dates are as followed:

- Wednesday, October 6th at 6:00am – 10:30am
- Thursday, October 7th at 6:00am – 10:30am
- Friday, October 8th at 6:00am – 10:30am
- Monday, October 11th at 6:00am – 10:00am
- Tuesday, October 12th at 6:00am – 10:00am
- Wednesday, October 13th at 6:00am – 10:00am
- Thursday, October 14th at 6:00am – 10:00am
- Friday, October 15th at 6:00am – 10:00am

Wellness Portal Login Instructions:

Your account credentials have already been generated for you. You do not need to create a new account.

1. Go to www.wellworksforyoulogin.com
2. Your account credentials are listed below:
 - **Employees:** Lawrence University email address (ex. john.smith@lawrence.edu)
 - **Please note:** If both you and your spouse work at Lawrence, the plan holder will be considered the employee and should use their Lawrence email address. Your spouse/domestic partner should use the "Spouses" login listed below.
 - **Spouses:** Your username will be the employee's Lawrence University email address plus the letter "s" (ex: john.smith@lawrence.edus)
 - **Password Format:** Date of birth in **MMDDYYYY** format (ex: 03101972)

Password Change Required

NEW PASSWORD

CONFIRM NEW PASSWORD

Your password must be at least 8 characters long and include one uppercase letter, one lowercase letter, and one number or symbol.

UPDATE PASSWORD

3. Read and acknowledge the consent form.
4. Review your profile information to ensure that it is correct.
5. You will be directed to the Know Your Number Assessment. After completing all questions, except for the Health Metrics section, click Save to submit your response. Your health metrics will be entered by Wellworks upon completion of your Onsite Biometric Screening.

Step 2: Schedule your screening appointment

1. Under the My Next Steps section, click “Get Started” to schedule your Annual Biometric Screening.

The screenshot shows the 'Wellbeing Desktop' interface. At the top left is the Lawrence University logo. Below it is a featured article titled 'SLOW DOWN Effortless Meditation'. The main navigation bar includes 'Know Your Number', 'My Health Metrics', 'ResultsNow', and 'Wellness Links'. Below this is a 'Wellness Locker' section. The 'My Next Steps' section is highlighted in blue and shows two tasks: 'Know Your Number Assessment' and 'Annual Biometric Screening'. A blue arrow points to the 'GET STARTED' button for the 'Annual Biometric Screening' task.

2. Click “Get Started” as shown below

The screenshot shows the details for the 'Annual Biometric Screening' task. It includes the title 'Annual Biometric Screening', dates '8/20/2021 - 10/22/2021', and a status bar indicating 'Credit not awarded yet.' and 'Participated: 0 / 1'. Below this is a description: 'Complete an Onsite Screening OR by October 22, 2021.' At the bottom, there is a table with columns for Title, Dates, Points, Credits, and Complete. The row for 'Onsite Biometric Screening' has a blue arrow pointing to the 'GET STARTED' button.

Title	Dates	Points	Credits	Complete
Onsite Biometric Screening	8/20/2021 - 10/22/2021			GET STARTED >

3. Select an appointment date and time slot. Then click “Confirm sign up” to schedule your appointment.
4. Click the X to close out of the window



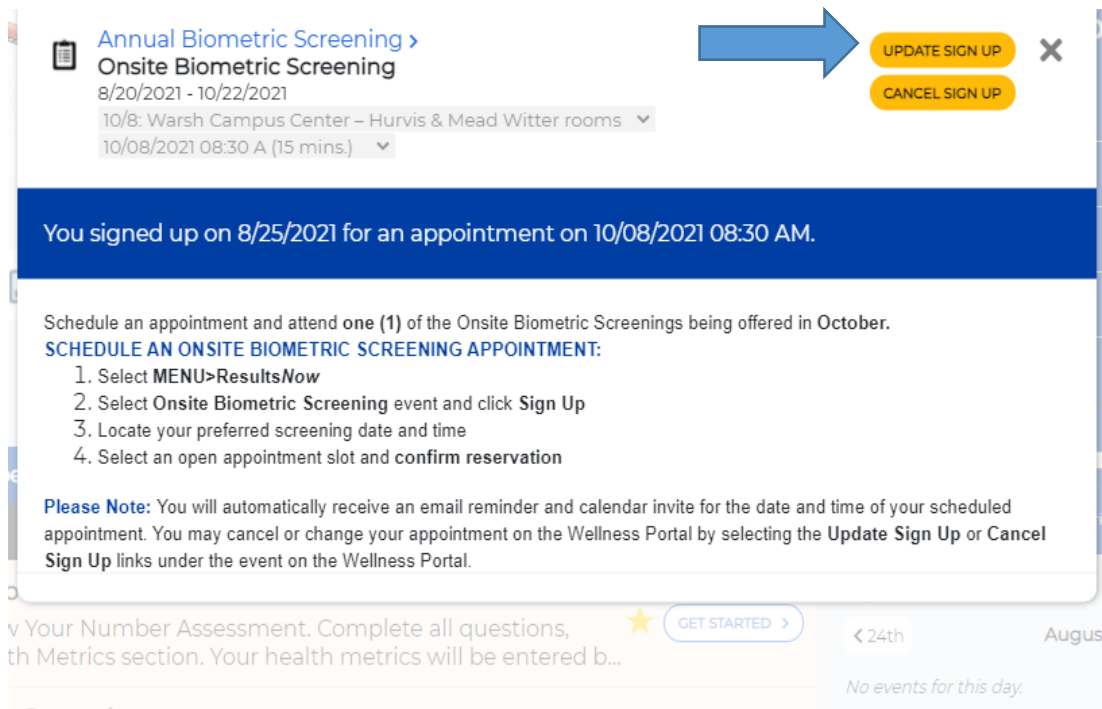
Schedule an appointment and attend one (1) of the Onsite Biometric Screenings being offered in October.

SCHEDULE AN ONSITE BIOMETRIC SCREENING APPOINTMENT:

1. Select **MENU>ResultsNow**
2. Select **Onsite Biometric Screening** event and click **Sign Up**
3. Locate your preferred screening date and time
4. Select an open appointment slot and **confirm reservation**

Please Note: You will automatically receive an email reminder and calendar invite for the date and time of your scheduled appointment. You may cancel or change your appointment on the Wellness Portal by selecting the **Update Sign Up** or **Cancel Sign Up** links under the event on the Wellness Portal.

Please note: You will automatically receive an email reminder and calendar invite for the date and time of your scheduled appointment. If you need to change your appointment date and/or time, click “Update Sign Up”.



5. After completing your questionnaire and scheduling your appointment, the My Next Steps section will still have two tasks listed as remaining. No further action is needed.

August 23, 2021 - October 22, 2021

My Next Steps 2 Tasks Remaining

- Know Your Number Assessment**
Complete the Know Your Number Assessment. Complete all questions, except for the Health Metrics section. Your health metrics will be entered b... ★ GET STARTED >
- Annual Biometric Screening**
Complete an Onsite Screening OR by October 22, 2021. ★ IN PROGRESS

Step 3: Preparing for your screening appointment

1. Do not eat or drink anything (except water) at least 8 hours before screening.
2. **Water is encouraged; it is good to be well hydrated for your appointment.**
3. Consult your physician or pharmacist if you have questions about fasting or your medications

Step 4: Viewing your results

Once the assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the Know Your Number Assessment page, as well as uploaded to the Wellness Locker under the Health Records section. Your participation in the assessment will be updated at this time.

Questions?

Check your progress by logging onto the Wellness Portal and go to ResultsNow to view more information about your current standing. If you have any questions regarding the Wellness Program, please contact your Wellworks For You Wellness Team under Contact Us on the Wellness Portal or call (800) 425-4657 to speak with a Wellworks For You representative.