GETTING STARTED GUIDE

MY WELLNESS MEANS

BE ACTIVE

EAT HEALTHY

WORK-LIFE FIT

WORK HEALTHY

EMPOWER & APPRECIATE

Join the culture of health
1. Go to https://www.healthyforlife.umsystem.edu and click on Sign In with Cerner Health.

2. Sign in or create a new account
   - **RETURNING USER:** If you participated in a previous Healthy for Life incentive program, please enter your existing account information in the “I Already Have an Account” section and click Sign In. This will create a single username and password to maintain easier account management going forward. You will then skip step 3 and proceed to step 4.
   - **NEW USER:** If you are a new participant, enter your email address in the “I Need an Account” section and click Sign Up.
3. Enter your personal demographics so we can match up your information with your wellness eligibility. Create your own Username and Password and remember it for future logins. Choose a security question to aid you in recovering your account, should you ever lose or forget your credentials, and type in the Captcha image. After reading and agreeing to the Terms of Use, click on Create Account.
4. Enter your Date of Birth (MM/DD/YYYY) and your 8-digit employee id (EMPLID) number in the spaces provided, and click on Submit.

If you do not know your 8-digit employee id number, you can obtain your EMPLID in several different ways:

- On your UnitedHealthcare insurance card: on the line that reads “MEMBER ID”, if you remove the very first number, then the next 8 numbers are your employee id number.
- Contact the HR Service Center by phone or email. Their phone number is 573-882-2146 and their email address is hrservicecenter@umsystem.edu.
- If you have a copy of a recent paystub, your employee id number can be found in the “General” section, underneath your name.
- You can log into www.myhr.umsystem.edu and find your employee id under “Self Service.” Once logged in, click on “Pay & Leave”, then on “View Paycheck”. Choose any of the paystubs available, and after clicking on it, you will see your 8-digit employee id number underneath your name.
5. The next screen will show the Terms of Use for the Program. Please read through them, and choose an option at the bottom. In order to proceed with your account, you will need to "Agree" and click Continue.
6. Next, complete the blanks on the Profile Information page, and click on Save my Profile.

- **Current weight**: your current weight (this can be updated in your profile as your weight changes)
- **Initial signup weight**: your weight when registering your Cerner account (this cannot be changed once entered)
- **Goal/Ideal weight**: your goal/ideal weight
User Guide for the 2017 Healthy for Life Wellness Incentive

There are two tiers for the 2017 Wellness Incentive: Tier 1: Educating Yourself and Tier 2: Investing in Yourself. Tier 1 includes the personal health assessment and Healthy for Life video. Tier 2 includes numerous other resources to improve your health and wellness. The following sections will show you how to complete both sections.

Tier 1: Educating Yourself -- PERSONAL HEALTH ASSESSMENT

7. Log in to https://www.healthyforlife.umsystem.edu. Once you are on the Dashboard page, you will need to complete the personal health assessment, a brief questionnaire that helps to identify any potential health risks.

8. Complete the personal health assessment, which should take about 15 minutes. If you cannot finish the personal health assessment, click on “Save and Exit” at the bottom and come back at a later time. You will need to complete the entire personal health assessment to earn the 50 points.

Tier 1: Educating Yourself – HEALTHY FOR LIFE VIDEO

9. In addition to completing the personal health assessment, you will also need to watch the Healthy for Life video in myLearn. Access the video in myLearn by visiting it directly; you will need to enter your myLearn credentials to access the video. You may also gain access to the video by logging into myLearn and selecting Browse the Library > your campus (under uniiversity of Missouri Library). Then choose Wellness Incentive 2017 under the left-hand menu, and direct to Resources List & Tier 1 Video under the same left-hand menu. You Launch to open up the video player, and view the entire Healthy for Life video to receive credit for this segment of Tier 1. Please remember that to earn the incentive, you must be an employee who is in active status and pays premiums for a university medical at the time the final payroll is processed in May and/or October.
Tier 2: Investing in Yourself

You can begin working on Tier 2 at any time, no matter if you have completed Tier 1 or not. There are several ways to earn points in Tier 2, many of which can be self-reported. Here is a full list of the activities that will earn you Tier 2 points. Steps 10 and 10 a/b/c will show you how to record points for some of the different options.

10. First, log in to www.healthyforlife.umsystem.edu. On your Cerner dashboard, click the word “Incentives” on the ribbon at the top of the page. From there, you can then click on “Incentive Summary” or “Healthy Habits.”

You will need to self-report this information for each of the following activities on the list: Getting a flu shot, engaging in physical activity on/off campus, or participating in Weight Watchers for at least three months. The points will added by the site administrator within 7 days.
10a. **Get my flu shot:** to get the appropriate credit for an annual flu shot, you will need to check the box that is on the left side. You will then need to enter the appropriate information, such as:

- **Activity Name:** name the activity (Annual Flu Shot)
- **Description:** describe the activity (Annual flu shot)
- **Completed Date:** date of activity (mm/dd/yyyy)
- **Location:** City, State (Columbia, Missouri)

10b. **Engage in Physical Activity, on or off campus:** to get the appropriate credit for physical activity, you will need to check the box that is on the left side. You will then need to enter the appropriate information, such as:

- **Activity Name:** name the activity (walking)
- **Description:** describe the activity (walked around the neighborhood)
- **Completed Date:** date of activity (mm/dd/yyyy)
- **Location:** City, State (Columbia, Missouri)

**NOTE:** To add additional daily activity, change the calendar near the top of the Healthy Habits page to a different date and include the appropriate information, repeat as necessary.

10c. **Participate in Weight Watchers for 3 months:** to get the appropriate credit for Weight Watchers, you will need to check the box that is on the left side. You will then need to enter the appropriate information, such as:
Activity Name: name the activity (Weight Watchers)
Description: the dates of the activity (Jan 2016 – April 2016)
Completed Date: date the activity was (mm/dd/yyyy)
Location: City, State (Columbia, Missouri)

The points for the following Tier 2 activities will be entered into your Cerner account by Healthy for Life:

- Walking a million steps, riding 500 miles, taking a Mindfulness-Based Stress Reduction course, completing an Eat for Life class, participating in a Healthy for Life workshop/presentation, or completing a Healthy for Life-sponsored challenge.

11. You can also earn points for completing different books and/or courses in myLearn, the university's online education portal. To access all the wellness incentive options, login to myLearn, hover over the “Browse the Library” tab, choose your campus or unit in the drop down, and then in the left-hand menu, select “Wellness Incentive 2017.”

12. How to view your Incentive Summary / Point total
- After logging into the Wellness Portal, hover over the word “Incentives” and click on “Incentive Summary.” This will show you how many points you have and what activities are included in that point total. Remember, you need 50 points in Tier 1 and 400 points in Tier 2 (450 points total) to complete the Wellness Incentive.
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13. There are several other resources available on the website of which you can take advantage. You can keep a weight, diet, and activity log, as well as reach out to a certified trainer for any exercise-related questions you have; a dietician is also available for any dietary questions during the program. Additionally, you can track your water intake, or sign up for any wellness programs and classes that are available on your campus.

If you have any other questions or problems, please look at our Frequently Asked Questions or send an email to Healthy for Life at wellness@umsystem.edu.