Workplace Health Solutions

My Life Check® Basic – User Guide
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**Sign In**

Sign In to Workplace Health Solutions with the **Username** and **Password** you created when you set up your account.

You will be directed to the **My Life Check® Dashboard** screen upon successful sign in.

**Password Reset Process**

If you do not know your **Password** you may reset your **Password** via the account **Username**.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click “Forgot your password?”</td>
<td><img src="#" alt="Sign In Screen" /></td>
</tr>
<tr>
<td>2. Enter your <strong>Username</strong>.</td>
<td><img src="#" alt="Sign In Screen" /></td>
</tr>
<tr>
<td>3. Click SEND RESET LINK button.</td>
<td><img src="#" alt="Reset Link Screen" /></td>
</tr>
</tbody>
</table>

*Continued*
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Continued

4. Check your email for the password reset link.

5. Click the password reset link in your email.

You will be directed to the Password Reset screen.

Continued


7. Enter Confirm Password.

8. Click Reset Password button.

9. You will receive confirmation of Password Reset before being redirected to Sign In screen.

10. Follow Returning User Sign In instructions.

Reset Your Password Screen & Confirmation
Password Update Process

Once signed in, the user can update their password in the Settings screen.

**STEPS**

1. Enter your Username.
2. Enter your Password.
3. Click **SIGN IN** button.

**SCREEN SHOTS**

![Sign In Screen]

You will be directed to the **My Life Check® Dashboard** screen upon successful sign in.

**Continued**

4. Click arrow to access **Navigation** menu.
5. Select **Settings**.

![Manage Accounts Screen]

You will be directed to the **Settings** screen to update your **Password**.
6. Enter **Username**.
7. Enter **Current password**.
8. Enter **New Password** that should include at least 7 characters and no more than 15, including at least one letter and one number.
9. Confirm **New Password**.
10. Click **SAVE** button.

**Settings Screen**

Continued

11. Click **OK** button on the **Confirmation** pop-up.

**Confirmation Pop-up**

You will be redirected to the **My Life Check® Dashboard** screen.
Organization Profile

View Organization Profile

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click arrow to access Navigation dropdown.</td>
<td>![My Life Check® Dashboard Screen]</td>
</tr>
<tr>
<td>2. Select My Life Check® Organization Profile.</td>
<td></td>
</tr>
</tbody>
</table>

You will be directed to the View Profile screen to View your profile with the option to Edit.
Continued

3. **View** profile.

*Organization Profile* data is view only
# Edit Organization Profile

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click arrow to access <strong>Navigation</strong> menu.</td>
<td><img src="image" alt="Image of My Life Check® Dashboard Screen" /></td>
</tr>
<tr>
<td>2. Select <strong>My Life Check® Organization Profile</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

You will be directed to the **My Life Check® Organization Profile**.
Continued

3. Click **Edit Profile** button to activate editable fields.

4. **Edit** editable fields as needed.

5. Click **Save** button.

---

**Number of Eligible Employees** is editable

**All Address Details** are editable

**Reporting Levels** are not editable

---

**Edit Profile Screen**
Workplace Health Solutions

Continued

6. Click **OK** button on **Confirmation** pop-up.

![Confirmation Pop-up]

You will be returned to the **View Profile** screen.

MORE INFO

**Tip:** While in the **Edit Profile** screen, if you click on the **Close** button, you will get the following message “Your changes have not been saved, are you sure you want to leave this page?”

If you click the **No** button, you will remain on the **Edit Profile** screen.

If you click the **Yes** button, you will be redirected to the **My Life Check® Dashboard** screen, and your changes will not be saved.
My Life Check® Dashboard

The My Life Check® Dashboard will not display results until employees register for and complete the My Life Check® Health Assessment.

Click the arrow to access the Navigation dropdown

Individual Reports area

Filter data area

My Life Check® Dashboard Screen
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The My Life Check® Dashboard contains the Reports that can be filtered on a date range and/or on reporting levels defined in the organization profile. You will be able to View, Filter, Export and Print reports that are updated upon page load.

My Life Check® Dashboard Screen
## Reports

**VIEW**

From the **My Life Check® Dashboard** screen, you can enlarge the view of a specific report.

### STEPS

1. Click **Expand** icon to expand report.

   ![My Life Check® Dashboard Screen](image)

   The report will **Expand** to the full width of the reports area.
Continued

2. Click **Minimize** icon to resize report to original scale.

The report will return to original position and scale.

**MORE INFO**

**Tip:** While report is expanded, you can click the **Download PDF** button or the **Print** button to download a PDF or print the report.
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FILTERS
You can filter on a Date Range and/or on Organization Levels.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To Filter by Date Range, click in From text box to access the calendar dropdown and select a date.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
</tr>
<tr>
<td>2. Next, click in To text box to access the calendar dropdown and select a date.</td>
<td><img src="image2.png" alt="Screen Shot 2" /></td>
</tr>
<tr>
<td>3. To Filter by Worksite, click on the red arrow to access the dropdown list.</td>
<td><img src="image3.png" alt="Screen Shot 3" /></td>
</tr>
<tr>
<td>4. Click Search button.</td>
<td><img src="image4.png" alt="Screen Shot 4" /></td>
</tr>
</tbody>
</table>

.Filter Results will be reflected in the dashboard.

Multiple Worksites

Tip: If your Organization has multiple Worksites and your Worksite is the Headquarters, then you can view a rolled-up dashboard that will include Worksites within your organization, by filtering on ‘Organization Name’.
Tip: If your search yields No results to show, remove/reduce filters or expand Date Range and click Search button.

5. Click Reload icon in browser window to Reset Filters to default.

The My Life Check® Dashboard screen will display default settings.
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**EXPORT/ DOWNLOAD/ PRINT**
You can Export the raw data to Excel and also Print/Save the reports to PDF.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
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</thead>
<tbody>
<tr>
<td>1. Click <strong>Download</strong> to download results to PDF.</td>
<td><img src="image1.png" alt="Search" /></td>
</tr>
<tr>
<td>2. Click <strong>Download</strong> to download results to Excel.</td>
<td><img src="image2.png" alt="Download/Print Data" /></td>
</tr>
<tr>
<td>3. Click <strong>Print</strong> to print your results.</td>
<td></td>
</tr>
</tbody>
</table>

**My Life Check® Dashboard Screen**

From the My Life Check® Dashboard screen, the organization administrator may also Download/Print a single report.

Continued

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>4. Click <strong>Expand</strong> icon to expand report.</td>
<td><img src="image3.png" alt="Dashboard Screen" /></td>
</tr>
</tbody>
</table>
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The report will **Expand** to the full width of the reports area.

Continued

5. Click **Download PDF** to download a PDF.
6. Click **Print** to print report.
7. Click **Minimize** icon to resize report to original scale.

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**My Life Check® Dashboard Screen**

The report will **Return** to original position and scale.
AVERAGE HEART HEALTH SCORE

This report shows the average score of all participants who received a Heart Health Score, regardless of whether or not they included vitals.

HEART HEALTH SCORE – DISTRIBUTION

This report shows the percentage of all participants who received a Heart Health score, regardless of whether or not they included vitals. Participants are broken down into three categories, “Warning”, “Needs Improvement” and “Ideal”.

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PARTICIPATION BY COMPANY/ORGANIZATION – TOTAL PARTICIPANTS
This report shows the percentage of all participants compared to the total eligible population. Participants are broken down into three groups: those who did not register, those who registered but did not complete the assessment, and those who registered and received a Heart Health Score, regardless of whether or not they included vitals.

![Participation by Company/Organization – Total Participants](image)

PARTICIPATION BY COMPANY/ORGANIZATION – COMPLETION
This report shows the breakdown of how complete the vitals data is among participants who completed the assessment and received a Heart Health Score.

![Participation by Company/Organization – Completion](image)