

# School District of Greenfield

## Employee/Retiree and Spouse Health Appraisal Instructions

The Wellness Portal will be activated and ready for steps 1 & 2 on April 19, 2017

Each participant will need to register an individual account.

### To get started you will need:

- **Company code (0083)**
- **4-digit ID number** (Employee/retiree and spouse will each have individual ID numbers included in cover letter)
- **An individual e-mail address** (employee/retiree and spouse will each need their own individual e-mail address to register. If you do not have an e-mail address, please create an e-mail account through a free service such as Gmail or your internet provider)

**Note:** Type the below web address directly into your browser's URL address bar. You will not be able to 'Google,' 'Bing' or 'search' for the web site as it will not show up in search engines.

## Step 1 Complete your Online Health Questionnaire (20 min. to complete)

- Go to the **wellness portal** at [www.workforcehealth.org/Greenfield](http://www.workforcehealth.org/Greenfield) to register and complete your Online Health Questionnaire. *(Please complete questionnaire before your health appraisal appointment)*
  - The **Wellness Portal** will be available on **April 19, 2017**
  - Locate "**New Users**" box and click on "**Register**"
  - In the "**New User Registration**" box, enter your information as prompted
    - Your company code is: **0083**
    - Your User ID is your **4-digit ID number** (included in cover letter)
    - Enter a valid e-mail address (e-mail is needed to reset your password)
  - Click "**Register**" to view your home page
  - Locate the "**Questionnaire**" box and click "**Start**" to begin questionnaire
- ✓ *Be sure to record your "user ID" and "password" so you can log in to schedule your health appraisal appointment, review your health appraisal results and access other wellness programs available to you.*

## Step 2 Schedule your Health Appraisal

- Locate the "**Health Appraisal**" box on your home page and click "**Schedule Your Health Appraisal**" *(This will open the scheduling site. First time users will need to create an account)*
  - Click "**Login/Create Account**"
  - Enter your **4-digit ID number** and click "**OK**"
  - Fill out all required information and click "**Update**"
  - Select a day and time that works for you!
- ✓ *Be sure to record your "user name" and "password" to make any scheduling changes.*

## Step 3 Attend your 30-minute Health Appraisal

- Fast for 8 hours before your appointment (No foods or liquids other than water. Take medications as prescribed.)
- Arrive 5 minutes before your scheduled appointment to check-in



**QUESTIONS?**  
Please call **414-777-3446**  
Monday through Friday  
8:00 a.m. – 4:30 p.m.

