



Be Well UC Portal User Guide

This user guide will help you navigate the Be Well UC portal by showing you how to access many of the important features. For questions about accessing the portal, please contact Asset Health at **support@assethealth.com**.

Login Page

Log in to the Be Well UC portal on your desktop or mobile device at assethealth.com/bewelluc. For first-time visitors, your username is your UC 6 + 2 ID (add '_S' if you're a spouse/ domestic partner), and your password is your date of birth (MMDDYYYY)*.

If you can't remember your password and would like to have it reset, click the Having trouble logging in? link. Please note that for privacy purposes, you will be prompted to change your password upon logging in for the first time. Please review the Website Requirement to see which web browsers are compatible.

**If you are a UC employee as well as a spouse of a UC employee who is the primary subscriber for the health plan, you may log in with your own UC 6+2 credentials.*



Be Well UC

Please review the [Website Requirements](#) before logging in.

Welcome to the Asset Health Employee Wellness Website. To use this Website, you will need to log in using a valid Username and Password.

Please review the Website Requirements before logging in.

Username*

Password* (Case Sensitive)

* All fields are required.

[Log In](#)

[Having trouble logging in?](#)

[Privacy Policy](#)
[Notice of Privacy Practices](#)
[Medical Disclaimer](#)
[Website Requirements](#)
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Home Page

From the Be Well UC home page, access all of the programs and services UC and Asset Health have to offer you.

- Use the Be Well UC Action Items section at the top of the home page to view Step 1 (Health Assessment & Biometric Screening) and Step 2 (Activity Point Tracking) details. From here, you can also launch the Be Well UC Event Calendar to view, and sign-up for onsite wellness programming.

- On the home page, the Incentive Rewards section reflects your personal progress towards earning the Step 1 and Step 2 incentives. By completing the online Health Assessment and a Biometric Screening prior to 12/31/2016, you will be eligible for a \$25 Amazon gift card (Step 1). Complete Step 1 and accumulate up to 240 points between 9/1/2016 – 8/31/2017 to earn up to \$240.

- On the bottom of the home page, use Quick Links to be directed outside the portal to various sections of the Be Well UC and University of Cincinnati Benefits website. From the Quick Links, you can also access the Device Integration page, which allows you to sync your activity tracking device (ex., Fitbit, Jawbone, etc.) to the Be Well UC portal.

The screenshot shows the Be Well UC home page. At the top is a navigation bar with links: Home, Activity Tracking & Progress, Health Measures, Health Courses, Timeline, and Resources. Below the navigation bar is a large banner image of a person walking on a path towards a sunset, with the text "A new Be Well UC program year has begun! Click here to learn about how to earn wellness incentives in 2016-17." and the Be Well UC logo with the tagline "educate support empower".

Below the banner is the "BE WELL UC ACTION ITEMS" section, which contains five cards: "Be Well UC" (with the logo), "step 1 HEALTH MEASURES View Details", "step 2 ACTIVITY TRACKING View Details", "EVENT CALENDAR View Details", and a "Wellness Incentives" icon. A bracket on the left points to the first three cards.

Below the action items is the "INCENTIVE REWARDS" section, which shows progress for Step 1 and Step 2. Step 1 includes "Health Assessment" (with a green checkmark) and "Biometric Screening" (with a green checkmark). Step 2 shows a progress bar for "Accumulate 240 Wellness Activity Points" with a current value of 115 and a red 'X' indicating the goal is not yet reached. A bracket on the left points to this section.

At the bottom is the "QUICK LINKS" section, which contains five cards: "Benefits Page" (with a puzzle piece icon), "Health Coaching" (with a person icon), "Be Well UC Website" (with a laptop icon), "Be Well UC Monthly Spotlight" (with a spotlight icon), and "Device Integration" (with a hand and signal waves icon). A bracket on the left points to this section.

Activity Tracking & Progress Page

The Activity Tracking & Progress page can be used to create and track wellness goals, self-report completed wellness activities, view the details of your incentive progress, and review program guidelines.

- Some activities completed within the portal automatically add points to your account, including courses, tracking certain goals (refuel, rejuvenate and rest) and challenge participation.
- Many activities you'll earn points for are self-reported. Visit the Reporting tab within the Incentives section to enter your completed activities, such as volunteer commitments, attending lunch and learns, and affirming you are tobacco free. When self-reporting activities, click on the calendar button to select the date of the activity you're reporting.
- Click [here](#) for a comprehensive breakdown of all the ways in which you can earn wellness incentive points.

Be Well UC Home Activity Tracking & Progress Health Measures Health Courses Timeline Resources

ACTIVITY TRACKING & PROGRESS

Please click on the calendar button to select that date of the activity you're reporting. [Click here](#) for a comprehensive list of all activities that you can earn points for in association with Step 2 of the Be Well UC program.

Calendar 08/15/2016

BE WELL > 45 total points

Activity	Date	Status	Action
Participate in Pop-Up Events/Programs	08/15/2016	Completed	Submit
Attend Employee Benefit Fair	08/15/2016	Completed	Submit

- Access the Progress tab to view a detailed breakdown of your Step 1 and Step 2 progress.

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ACTIVITY TRACKING & PROGRESS

Six R's Goal Tracking

- Goals
- Goals Reporting
- Incentives
- Reporting
- Progress**
- Guidelines

STEP 1 PROGRESS

Risk Score Key: High Risk = 0-64 Moderate Risk = 65-72 Borderline Risk = 73-80 Low Risk = 81-100

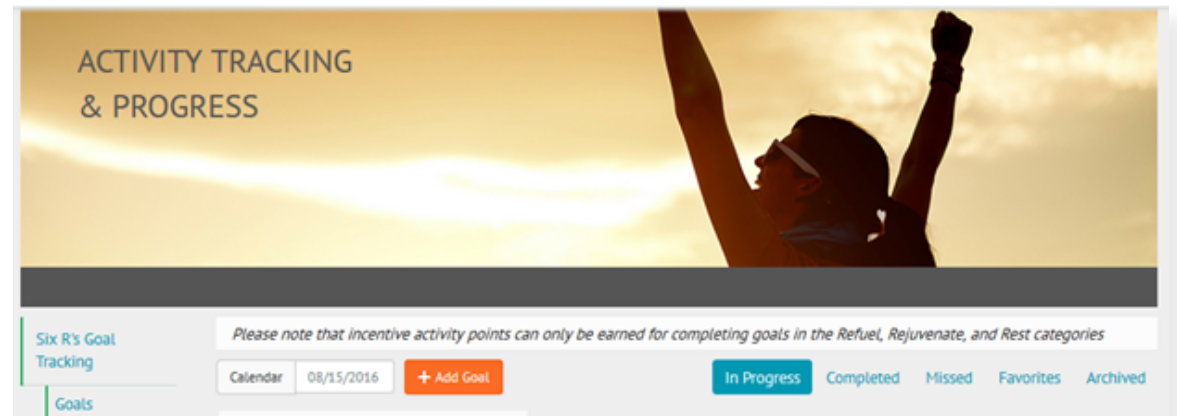
70 Score	Health Risk Evaluation	Biometrics Screening 07/29/2016	Download Report
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STEP 2 POINTS EARNED: 135 points

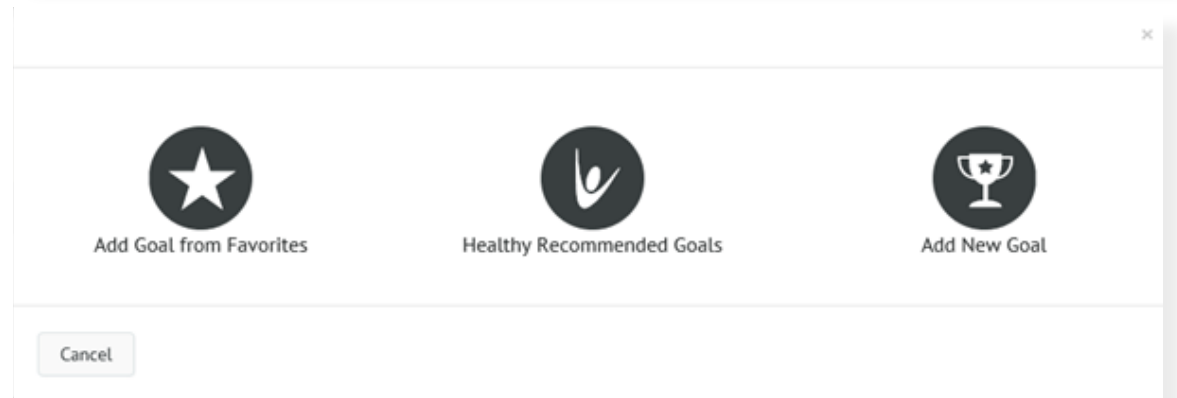
BE WELL > 45 total points
FEEL WELL > 60 total points
EAT WELL > 0 total points
SAVE WELL > 0 total points
LIVE WELL > 20 total points
MOVE WELL > 10 total points

Create and Track Your Goals

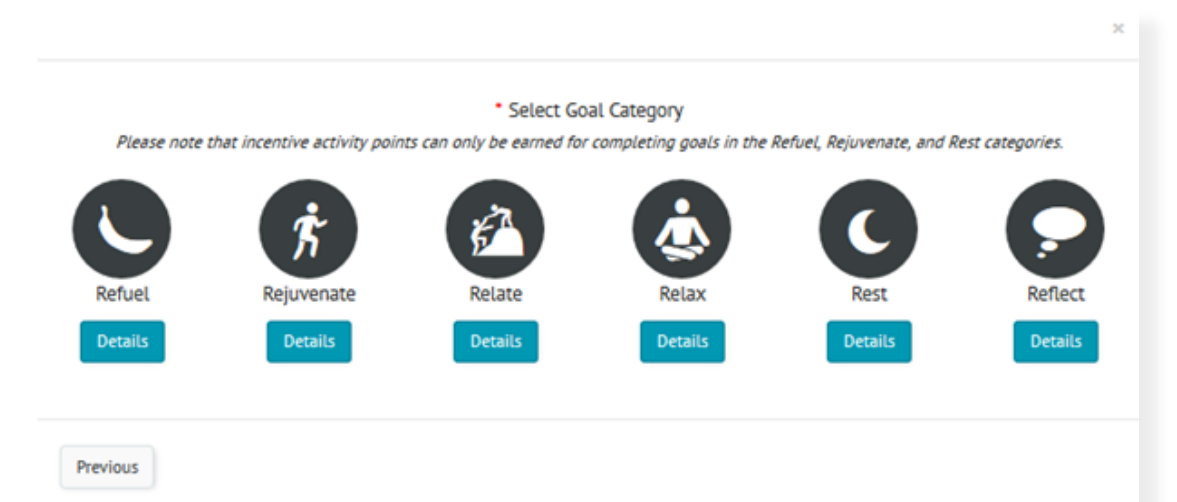
1. From the home page, click on the Activity Tracking tab on the top navigation bar.
2. To create a goal, select the Goals tab on the left and then click on the Add Goal button.



3. Click on an icon to select the type of goal you want to create.



4. Then select one of the following goal categories: **Refuel**, **Rejuvenate**, **Relate**, **Relax**, **Rest** or **Reflect**. **While setting goals in all categories is encouraged, please note that incentive activity points can only be earned for completing goals in the Refuel, Rejuvenate, and Rest categories.**



5. Some goal categories have specific activities to choose from:

- **Refuel**—Vegetables, Whole Grains, Fruits, Healthy Protein, Water, Dairy
- **Rejuvenate**—Cardio, Strength, Stretching, Steps
- **Relate**—Spend Time, Show Respect, Communicate, Be Flexible, Develop Trust

If you're creating a goal with a Goal Activity, make that selection next

6. Choose a specific goal.

7. Then choose your **Start Date**, which can only fall on a Monday. You can also mark this as a favorite goal and name your goal on this screen.

Select Goal Activity

All Activities Dairy Fruits Vegetables Whole Grains Healthy Protein Water

Previous

Select Goal

Consume 1 servings of Fruits per day	Consume 2 servings of Fruits per day	Consume 3 servings of Fruits per day
 for 2 days per week for 2 weeks Easy Goal	 for 3 days per week for 3 weeks Moderate Goal	 for 5 days per week for 3 weeks Challenging Goal
 for 2 days per week for 4 weeks Moderate Goal	 for 4 days per week for 4 weeks Challenging Goal	

Previous

Goal Category: Refuel

Goal Activity: Fruits

* Start Date

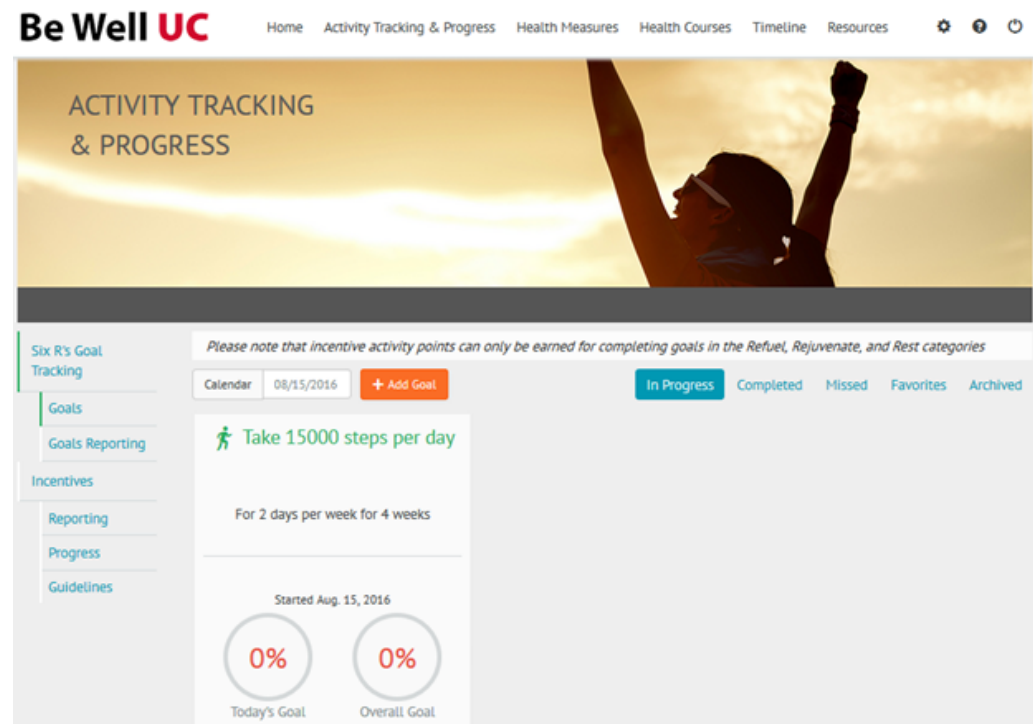
Save to Favorites? ☐

Name

* required field

Previous Submit

8. Once your goal has been created, it will appear on the **Activity Tracking** screen as **In Progress**. This is the screen where you can report your activity for the current day and track your progress. You can also view completed, missed, favorite and archived goals by making a selection here.



9. To report activity from prior days, click on the Goal Reporting tab and select the date you performed the activity using the calendar button. Then select the goal category and the activity to track your progress.



Health Measures

The **Health Measures** page is where you can go to complete or review your Health Assessment and view your biometric screening results.

1. Click here to launch your HA.

2. Once your HA and biometric screening have been completed for the 2016-17 program year, your results will be highlighted here.

3. Here you will see a chart with your biometric summary (including historic biometric data – if available), showing you if your biometric numbers are within the healthy guidelines and whether or not they put you at risk for certain health conditions.

Be Well UC

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HEALTH MEASURES

Risk Score Key: High Risk = 0-64 Moderate Risk = 65-72 Borderline Risk = 73-80 Low Risk = 81-100

70 Score

Health Risk Evaluation

Biometrics Screening 07/29/2016

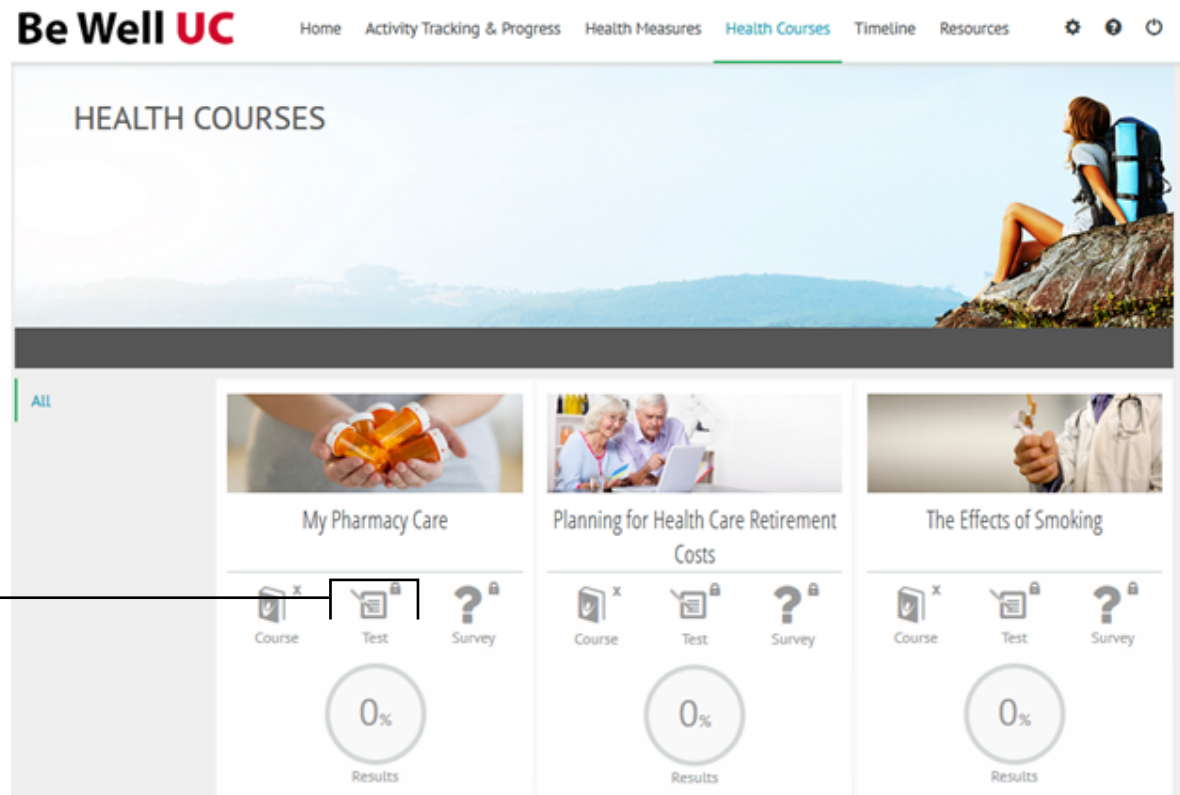
Download Report

KNOW YOUR NUMBERS

Courses Page

On the Courses page, you will be able to access all of the available courses and tests. Courses touch on a variety of topics within health and wellness, and are designed to cater to various learning styles. Each course takes approximately 15 minutes to complete, and is followed by a 9 question multiple choice test. In the event you are unable to complete a course in one sitting, you can always save your progress and pick up where you left off at a later point in time.

1. Click on a course name or icon to begin a course.
2. When you have completed a course, you will be prompted to take the course test. You can also click this icon to complete the test.
3. You can also fill out a survey about each course to provide your feedback.



Resources Page

The **Resources** page contains information specific to the Be Well UC program. Navigate the tabs on the left to view information regarding:

- UC On-Campus Resources & Benefit Partners
- UC's Employee Assistance Program (EAP)
- The *Asset Health Talk* monthly newsletter
- Condition Summary Articles, Interactive Health Tools, and more

Be Well UC

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RESOURCES

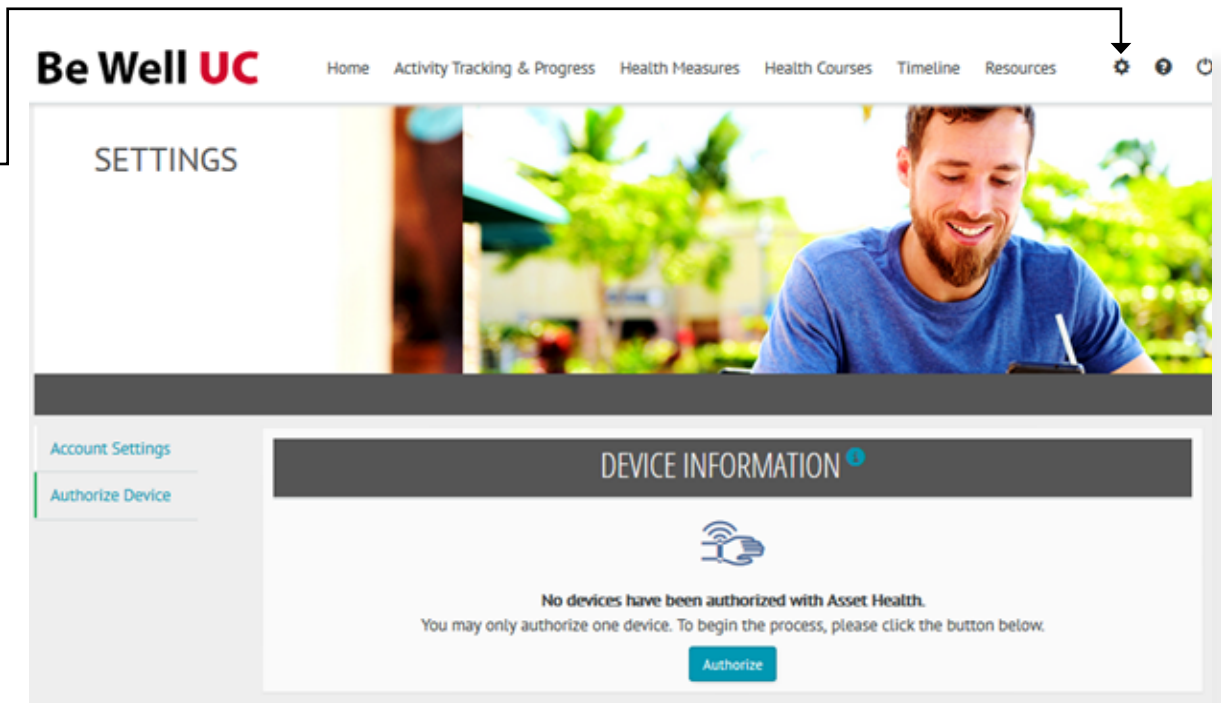
BE WELL UC RESOURCES

On-Campus Resources
Learn more about resources available to you on campus.

- **Campus Recreation** – [Campus Recreation](#) offers a state-of-the-art fitness facility that offers exercise opportunities for people of all fitness levels! The Rec Center offers UC employees a wide range of exercise and fitness opportunities such as group fitness, personal training, swimming, rock climbing, and massage therapy. Check out the [Rec Rewards](#) site for more information on an incredible way to earn back your money spent on fitness.
- **Dental Hygiene Clinic** – The [Dental Hygiene Clinic](#) located on UC's Blue Ash Campus is open to the general public. The clinic provides cleanings and preventive services while affording our students an opportunity to learn. For a minimal fee, have a high-quality experience by supervised students, including x-rays, sealants, cancer screenings and education.
- **Employee Disability Services** – Contact [Employee Disability Services](#) (513-584-4482) any time you have questions related to return-to-work, transitional work, workplace accommodations, or need help exploring funding resources for rehabilitation interventions and work accommodations.
- **Employee Discounts** – As a UC employee, discounts are made available and posted on this [UC Human Resources/Benefits](#) page. Check it out, as discounts include car rentals, hotel discounts, tickets to local venues and more.
- **Environmental Health & Safety** – [Environmental Health & Safety](#) offers a variety of services for faculty and staff. Visit their [FAQs](#) page to learn more about questions you may have about the EH&S office and to learn how they can assist you with your work.
- **University Health Services** – [University Health Services](#) provides health care and health education to students and faculty at the University. Check out their website to see what services they have to offer you as an employee.

Syncing a Physical Activity Tracking Device to the Be Well UC Portal

Syncing a physical activity tracking device such as a Fitbit or Jawbone to the Be Well UC portal provides an opportunity to seamlessly transfer activity data for goal tracking. To initiate the process, click the **Authorize Device** tab under the **Settings** icon.



Once you have selected the **Authorize** button, you will be presented with a list of all the devices that can be integrated with the W@W platform. From here, locate your device brand and follow the prompts to complete the process.

