Healthy U Portal User Guide

This user guide will help you navigate the Healthy U portal by showing you how to access many of the important features.
Login Page

Log in to the Healthy U portal on your desktop or mobile device at assethealth.com/ferrisstateuniversity. For first-time visitors, your username is your Ferris Banner ID and your password is your five-digit home ZIP code.* Your Ferris Banner ID is located next to your name on your printed paystub.

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.

*To create an account for your spouse, please log in and click on the My Settings link in the upper right hand corner then click on Dependent Registration. Once you have filled out the appropriate information, click submit. Your spouse will then be able to log in separately using the username and password that you created.
Home Page

From the Healthy U home page, access all of the programs and services FSU and Asset Health have to offer you.

On the home page, the Incentive Rewards widget reflects your personal progress toward earning your quarterly incentive. Click on View Details to view your up-to-date Incentive Rewards Information. This is where you can track your progress each quarter and throughout the year.
From the home page, you can also view a countdown calendar for each quarter, select Recommended Courses, view Daily Mini Challenges and scroll through the latest in Health News.

At the bottom of the home page, use the Text and Email Reminders form to sign up for Challenge, Health Assessment, Goal, Course or Achievement reminders.
**Health Assessment**

The Health Assessment page is where you can go to complete or review your Health Assessment and view your biometric screening results. As a reminder, you must complete the Health Assessment and biometric screening each year. You won’t be eligible to earn an incentive until both requirements are complete.

1. Click on the center widget 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.
Activity Tracking

The **Activity Tracking** 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.

Click on the Activity Tracking Widget at the top of the home page to get started.

- 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.
- You can also report **Quarterly Activity Tracking** activities, such as attending an on-site health training seminar, participating in campus events or engaging in physical activity.
- To view your **Activity Tracking** history, simply select **History** and click on the year you are searching for.
- Finally, to report Activity Tracking for the most current challenges, select **Challenge** then **Reporting**. For more information, you can always select **Guidelines** in the top right hand corner to view more about the current challenge.
Create and Track Your Goals

1. From the home page, click on the Quarterly Activity Tracking tab on the top of the navigation bar.

2. To create a goal, select the Goals tab on the left and then click on the Add Goal button in orange.

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.
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

6. If you’re creating a goal with a Goal Activity, make that selection next.

7. Choose a specific goal.
8. 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.

9. 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.

10. To report activity from prior days, click on the **Goals Reporting** tab and select the date you performed the activity using the calendar button at the top of the page. Then select the goal category and the activity to track your progress.
How to Report Self-Reported Activities Past and Present

On the Quarterly Activity Reporting page, you have the option to self-report activities both past and current.

1. Select Quarterly Activity Tracking on the left hand side, then select Report.
2. Simply select the Calendar at the top left.

3. Click on the date of your choosing and you will notice that the dates update below for each Quarterly Activity.
4. You are then able to enter the description and your name for the Quarterly Activity of your choice.
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 nine-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 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.
The Resources page contains information specific to the Healthy U program. Navigate the tabs on the left to view information regarding:

- FSU's Employee Assistance Program (EAP)
- The Asset Health Talk monthly newsletter
- Condition Summary Articles, Interactive Health Tools and more
Syncing a Physical Activity Tracking Device to the Healthy U Portal

Syncing a physical activity tracking device, such as a Fitbit or Jawbone, to the Healthy U 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 could be integrated with the platform. From here, locate your device brand and follow the prompts to complete the process.