1. Task View (see below). You read the instructions and then create an account.

2. Sign in as new user
3. Enter all required information. The Access/Org Code and Program are found on the task list page (see in image 1 – blue outline)

Register with ReadySet

Step 1 of 5: Please enter your code and program type to begin.

This system collects and stores Personal Health Information that is protected by law. To ensure that your information remains secure and private, please enter the following to begin creating a unique system identity.

The Access/Org Code is a unique ID number for your organization. If you do not know this code, please contact your Employee/Occupational Health Department.

Access/Org Code: *
Program Type: *

Type the code below: *

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *
Last Name: *
Date Of Birth: * mm/dd/yyyy
Employee Id: Employees must enter Employee ID. If unknown, others may enter full date of birth MMDDYYYY: *
Last 4 of SSN: *
Population Type: *
Home Address: *
City: *
State: *
Zip: *

October 3, 2019
5. Enter all required information

**Register with ReadySet**

*Just need a little more information.*

- **Gender:**
- **SSN:**
- **Phone:**
- **Email:**

6. Confirm all of your information is accurate

**Register with ReadySet**

*Step 3 of 5: Please confirm the information below, or click on “Previous” to go back to correct the information.*

- **First Name:**
- **Last Name:**
- **Date Of Birth:**
- **Employee Id (Employees must enter Employee ID. If unknown, enter full date of birth (MM/DD/YYYY)).**
- **Last 4 of SSN:**
- **Population Type:**
- **Post Office Candidate:**
- **Home Address:**
- **City:**
- **State:**
- **Zip:**
- **Gender:**
- **SSN:**
- **Phone:**
- **Email:**

Personal Health Information is protected by law. By clicking “Next” you are certifying that the information you provided is accurate and true.
7. Setup your username and password

**Register with ReadySet**

Step 4 of 5: Setup your username and password.

The Username is what you enter to log in to the system, along with your password. Usernames must be between 5 and 30 characters.

Username: *

Password must be 6 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: ! @ # $ % ^ & * ()

Password: *

Verify Password: *

The email address below will be used if you forget your username or password.

Email Address: *

Next

8. Set up your security questions

**Register with ReadySet**

Last Step: Set up your security questions.

Please select three security questions and provide answers to each one. These will be used to verify your identity in the event that your password needs to be reset.

Security question: *

Answer: *

Security question: *

Answer: *

Security question: *

Answer: *

Finish and log me in!

9. Finish and log in.

10. Complete all of the My Health Surveys

11. Call Occupational Health and Wellness Department (612-873-2383) to schedule your appointment
   a. They are open Monday – Friday 7:00am to 4:00pm (CT)
   b. The appointment **MUST** be complete the Wednesday before you start date