How to Create your “My Health” Account

1. Enter Access/Org Code 2147
   1. Choose the correct Program Type:
      a. If you are a new employee or volunteer who works in UI Health Care, select New Health Screening.
      b. If you are a new employee who does not work in UI Health Care, select Non Healthcare.
      c. If you are a current employee or volunteer, select Create Username Only, unless you are at the UEHC for a specific reason (4 Year Health Screening, Annual TB/Mask Fitting, or TB Screening).
   2. Enter the code shown in the image, and click Next

2. Complete the following fields:
   1. First Name
   2. Last Name
   3. Date Of Birth
   4. Employee ID (Enter your University ID, if known; if unknown, enter N/A.)
   5. Enter 0000 for Last 4 of SSN
   6. Select the correct Population Type
      a. If you are a new employee, select New Hire
      b. If you are a new or current volunteer, select Volunteer
      c. If you are a current employee, resident, or fellow, select Employee
   7. Home Address
   8. City
   9. State
   10. Zip code

Complete Additional Information (if required)
The system may ask for additional information about your new account. If you are a current employee, you may not see this step.
**How to Create your “My Health” Account (continued)**

3. When you are through with Step 2, a screen will show all data that has been entered. Click **Next** to continue, or **Previous** to change your information.

4. When you click **Next**, the system will ask for a **Username** and **Password**. Your password must contain at least one of these special characters: `! @ # $ % ^ & * ( )`

Then verify your **Email Address** in case you forget your account information.

5. Set up **security questions** in case you need to recover your username and/or password.

6. Finish registration by clicking **Agree and enter site**.

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You are now logged into ReadySet! Your personalized list of Health Surveys will appear. Please finish each **Incomplete** survey which will be marked with a green checkmark when it is complete.