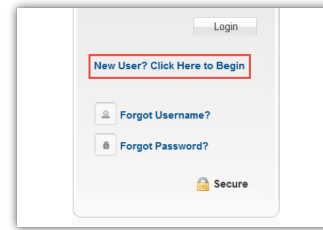


How to Create your “My Health” Account

- Go to <https://uiowa.readyssetsecure.com/>
- Click on **New User? Click Here to Begin.**



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**

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 insure 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: *
 4 Year Health Screening
 Annual Flu Campaign
 Annual TB / Mask Fitting
 Create Username Only
 Hepatitis B Vaccination Status
 New Health Screening
 New Non Healthcare
 Respirator Medical Clearance
 TB Screening

Type the code below: * Refresh Code

Next Cancel

2

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

Step 2 of 5: Please enter the information below.

First Name: * 1

Last Name: * 2

Date Of Birth: * 3

Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): * 4

Last 4 of SSN: * 5

Population Type: * 6

Home Address: * 7

City: * 8

State: * 9

Zip: * 10

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.

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

First Name: Test
 Last Name: Employee
 Date Of Birth: 01/01/1900
 Employee Id (Employees must enter Employee ID. Others may enter full date of birth MM/DD/YYYY): N/A
 Last 4 of SSN: 0000
 Population Type: New Hire
 Home Address: 123 Main Street
 City: Iowa City
 State: Iowa
 Zip: 52240
 Gender: Male
 Phone: (319) 555-1212
 Email: newhire@iowa.edu

Personal Health Information is protected by law. By clicking "Next" you are certifying that the information you provided is accurate and true.

Previous Next Cancel

- 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.

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 8 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: *

This is pre-populated with your e-mail

Next

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

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

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

WARNING AUTHORIZED USE ONLY.

You are logged onto a secure medical site intended for use only by the individual who has been given permission to gain access to the site. Unauthorized or improper use of the system may result in disciplinary action, up to and including termination of employment and/or civil/criminal penalties. If any unauthorized or improper use is detected, Axion Health reserves the right, in our sole discretion, to terminate your use of this site until such unauthorized or improper use is fully investigated. By using this system, you agree that you have read this notice and agree to be bound by its terms.

LOG OFF IMMEDIATELY if you do not agree to these conditions.

Agreed to by: Test Employee
 Date: 01/14/2016

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Agree and enter site Decline and return to log in page

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.