

## How To Log Your Wellness Points.

### Getting Set Up and Logging In

It is strongly recommended that when you are getting set up and logging in for the first time that you do it on a desktop or laptop computer.

#### 1. If you are a NEW employee and have never registered online at Ascend To Wholeness:

- Visit [www.ascendtowholeness.org](http://www.ascendtowholeness.org) and register as a first time user.
- Select the pink Register button on the right hand side of the page.
- Read the information provided and follow the instructions carefully until your registration is complete.

#### If you were on CCC Health Insurance this year and have previously registered online at Ascend to Wholeness:

- You will not need to register again.

#### 2. Logging in:

- Visit <https://ascendtowholeness.org/en-US/>
- Hover on Pink Health Care Button
- Below Wellness Points select Login, Points, Assessment
- Select the Pink Wellness Portal Login
- Enter your Username
- Enter your Password
- Sign In

If you forgot your username or password scroll down and use the Blue Forgot Password or Forgot Username buttons to retrieve the information you need.

#### 3. Signing Up on the Virgin Pulse Wellness Portal:

Once you have logged in you will be directed into the Virgin Pulse Wellness Portal and see a Sign Up Form that you must complete. Make sure you complete all the fields.

Next you will see a Protecting your Data & Privacy screen. Scroll down and agree to all three items at the bottom. You will need to click on each one to check them off. Select Continue.

On the next page you will be asked to confirm or fill in missing information. Once you have done this select Create My Account at the bottom. A screen will open saying You Are All Set.

#### 4. Getting Started on the Virgin Pulse Wellness Portal:

- Select Sign in Now. You will get 100 points just for registering.
- Select the Show Me Around button and select Got It after reading each one.
- **Get your Free Activity Tracker:**
  - You will be offered the opportunity of receiving a Virgin Pulse MAX BUZZ™ activity tracker, which will enable you to track your steps, sleep, distance and calories burned. It is your choice if you want to use it, but we strongly advise this if you don't already have a smart device to track your steps. If you have another smart device you can use that instead if you wish. Remember you will automatically get more points if a smart device tracks your steps than if you enter them manually.
  - If you are not sure you can just close this window and continue. You will have the opportunity to order it later if you decide you need to.
  - If you wish to order your FREE Max Buzz activity tracker select YES and you will automatically be directed to the store. A discount is automatically applied which means this item will be at no charge to you. Follow the steps on screen to purchase this free to you activity tracker.
  - It is recommended that you don't enter you company but rather have it delivered to your name at your home address.
  - You will only receive one free activity tracker.
  - To re-enter the system return use the to Virgin Pulse Home Page link.
- **Complete Your Health Screening:**
  - The Health Check screen should appear next. Select Start Now. Take the survey to earn 1000 points and get set up in the system. When you are done it will give you your results. When this is done close this window with the X on the top right hand corner.
- **Complete Your Health Cards:**
  - Next on the screen will be a set of health cards. You can use the right arrow on the right hand side of the cards to scroll through them. By reading the pop-up cards and then taking the action steps on them you will earn the points listed on them. When you have finished reading the card, select the checkbox to check it off.
  - You don't have to complete the cards if they are not applicable to you or you don't want to.
- **Complete Your Interests:**
  - We recommend you take the time to set your interests as this will customize your experience and you will receive points for doing this.
  - To close the pop-up card window, use the X on the top right hand corner.

## **5. Connecting and Synchronizing your fitness tracker with your smartphone.**

- To connect your fitness tracker Select your profile icon on the top right hand corner of the webpage, scroll down and select Devices and Apps and then select your tracking device. Select Connect and follow any instructions given.
- To connect your smartphone Search your App Store or Google Play Store for Virgin Pulse and download the App. Once it has downloaded to your smartphone you will be able to log in with your username and password that you used earlier to login online at Ascend To Wholeness and Virgin Pulse.

## **6. Connecting the Virgin Pulse Max Buss fitness tracker**

- Max Buzz can only be connected (or disconnected) using the Virgin Pulse app on your mobile device.
  - Open the Virgin Pulse app on your mobile device.
    - Tap the menu (3 horizontal lines) in the top left corner.
    - Choose "Devices and Apps" from the left menu
    - Select "Max Buzz" and follow the prompts to connect.

If you choose not to use a smart phone or fitness tracker you can skip this step.

## **Earning Wellness Points:**

Wellness Points can be tracked on the Virgin Pulse phone app or online in the Wellness Portal.

## **General Questions:**

- **How do I know how many points I can earn for the various activities?**
  - Hover over the Rewards button on the top right hand side of the screen.
  - Select the last list item: How to Earn
  - Scroll down the page to see all the ways you can earn points.
- **How can I earn points easily today?**
  - Select the round icon with the clipboard on the Left Hand Side of the screen and take a look at the options available to you and complete them.
- **How do I track Healthy Habits and earn points?**
  - Hover over Tracking at the top of the screen.
  - Select Healthy Habits and it will automatically load the day you are on.

- When you are on that page on the Left Hand Side you will see My Healthy Habits. Just below that there is a grey bar with the date.
- Enter the information required on three of the healthy habits listed below to track them for that day.
- **How do I track my Healthy Habits and earn points in retrospect?**
  - You can only earn points for your Healthy Habits for the previous 7 days. To enter information for previous days use the navigation arrows next to the grey date bar to navigate to the correct date, and then enter the information as needed.
- **How do I track my Steps and earn points in retrospect?**
  - You can only earn points for your steps for the previous 14 days. To enter information for previous days use the navigation arrows next to the grey date bar to navigate to the correct date, and then enter the information as needed.

### **Tracking Your Wellness Points Manually on a Desktop or Laptop in the Wellness Portal**

Login at: <https://ascendtowholeness.org/en-US/>

Hover on Pink Health Care Button

Below Wellness Points select: Login, Points, Assessment

Select the Pink Wellness Portal Login

For those who have already registered with Ascend to Wholeness online:

Enter Username

Enter Password

Sign In

### **How to Manually Enter Your Steps**

There are **two** ways how you can enter your steps manually in your Virgin Pulse account:

#### **The first way is using the Healthy Habits trackers:**

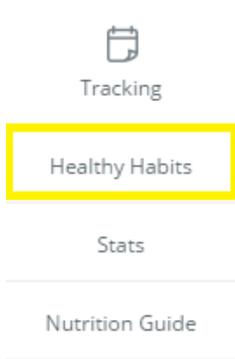
You can self enter your steps into your Virgin Pulse member account at any time using the Healthy Habits tracker.

**Note:** Self-entered steps are not validated, and you will only earn the associated 10 Points for tracking a Healthy Habit. If you'd like to add validated steps that you may have missed by

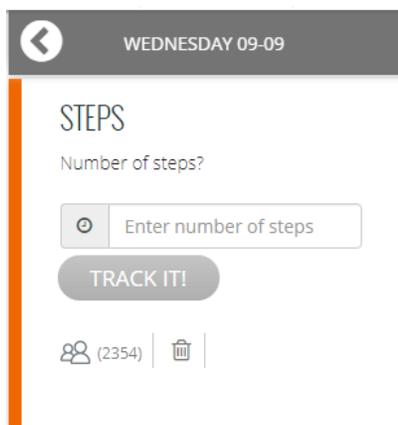
forgetting to wear your device, you can do so using the "Missing Steps?" function. Click [here](#) for more information.

To manually add your steps, complete the following:

- 1) Log into your account on the Virgin Pulse member website.
- 2) Hover over "Tracking" in the top-navigation menu. In the drop-down menu that appears, select "Healthy Habits".



- 3) Scroll down and locate the "My Steps" Healthy Habits tracker. (Don't see it? Check out the ["How to add a new Healthy Habits tracker to your dashboard?"](#) article to learn how to add it!)
- 4) If you'd like to self enter steps for **the past 14 days**, at the top of the Healthy Habits page use the arrows around the date to navigate back through the dates.

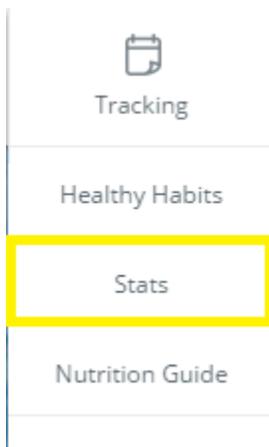


- 5) The date that you have selected will be the furthest to the right. In the "Number of steps?" entry box, enter the number of steps that you would like to enter for the selected date.
- 6) Click the "Track It!" button.
- 7) Your self entered steps have been added!

You can also add your steps manually through your Stats page:

**Note:** Self entered steps are not validated, and you will not be awarded for steps added through your Stats page, unless rewards for self-entered steps are offered by your Sponsor. If you'd like to add validated steps that you may have missed by forgetting to wear your device, you can do so using the "Missing Steps?" function. Click [here](#) for more information.

- 1) Log into your account on the Virgin Pulse member website.
- 2) Hover over "Tracking" in the top-navigation menu. In the drop-down menu that appears, select "Stats".



- 3) Locate Steps chart and click on "+Log Steps" button in the upper right corner of Steps chart:



- 4) When you click on this button, small pop-up window will appear:

5) Enter your steps and hit the Save button.

6) In the upper left corner of this small window is a small arrow with which you can navigate to previous days.

**Note:** If rewards for self-entered steps are offered by your Sponsor, please consider that points can be **awarded if a task or activity is uploaded to the platform for no more than 14 days in the past.**

### How to edit manually entered steps?

If you want to edit a manually entered step entry, you can do so by clicking on the orange "Log Steps" button in the Steps chart window on the Tracking > Stats page.



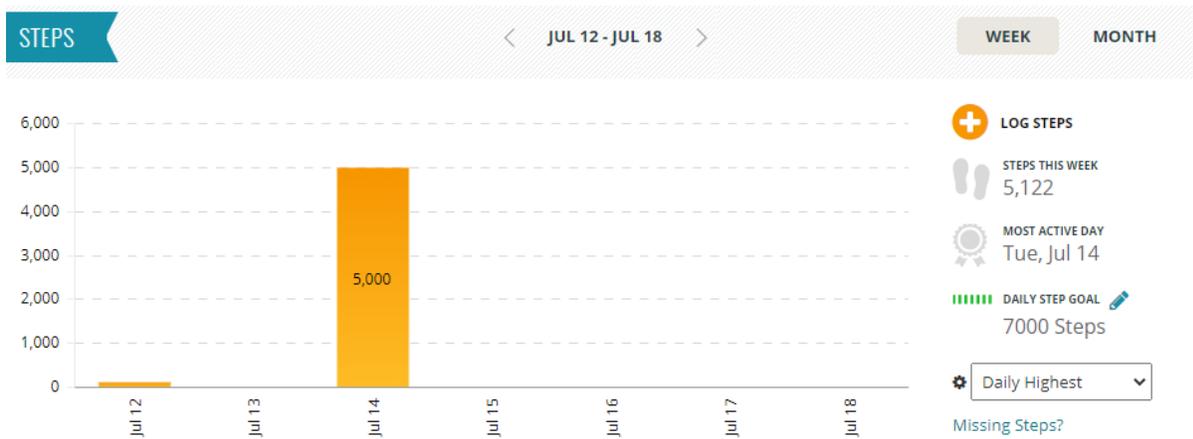
For example, if you already have 7,000 manually entered steps for today and you want to remove 2,000 steps from that entry, you can type in "5000" steps in the "Self Track Steps" window and click on the "Save" button.

SELF TRACK STEPS for JULY 14

0

Cancel SAVE

A new entry will appear in the Steps chart window:



**\*Note:** One step is the minimum amount that can be manually entered.