



Wellocity User Guide

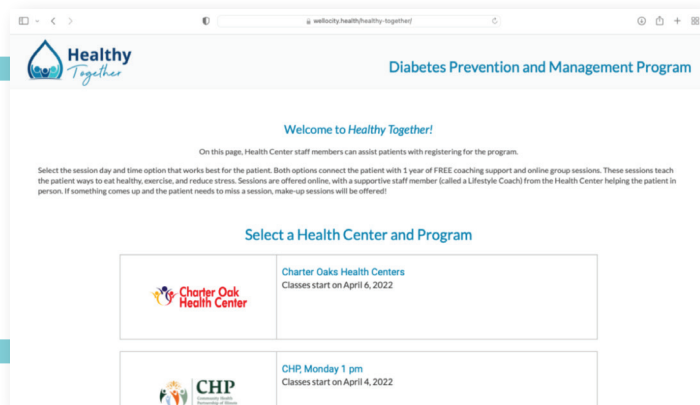
for Healthy Together Participants

Sign up for the program.....	2
Start your program.....	5
Log your weight, exercise, and meals.....	7
Help and Support.....	11
Join a video session for a Distance Learning class.....	12

SIGN UP FOR THE PROGRAM

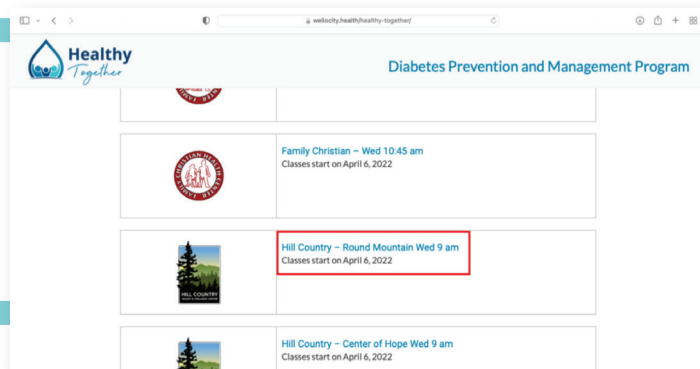
STEP ONE

Visit the [Healthy Together program portal](#) for Diabetes Prevention and Management Program.



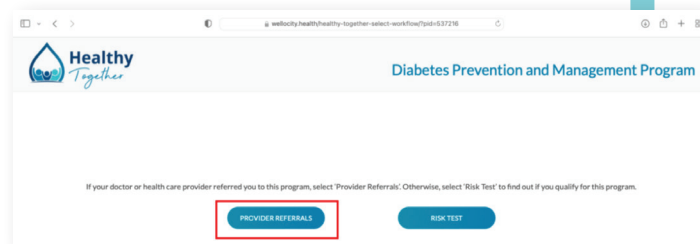
STEP TWO

Scroll down to select your Health Center and a program offered by the health center. Click on the program name.



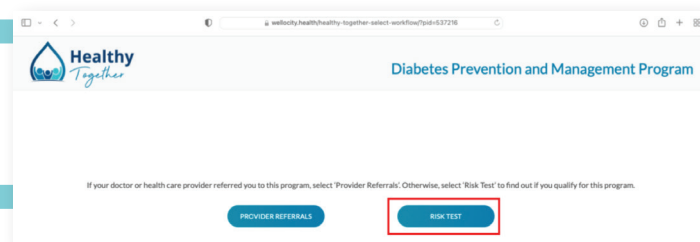
STEP THREE

If your doctor or health care provider referred you to this program, select PROVIDER REFERRALS and skip to **step 7**.



STEP FOUR

Select RISK TEST.



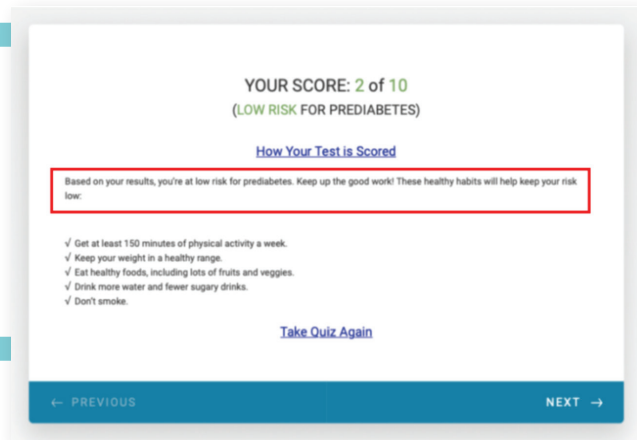
STEP FIVE

Fill in the Prediabetes Risk Test and **Submit**.



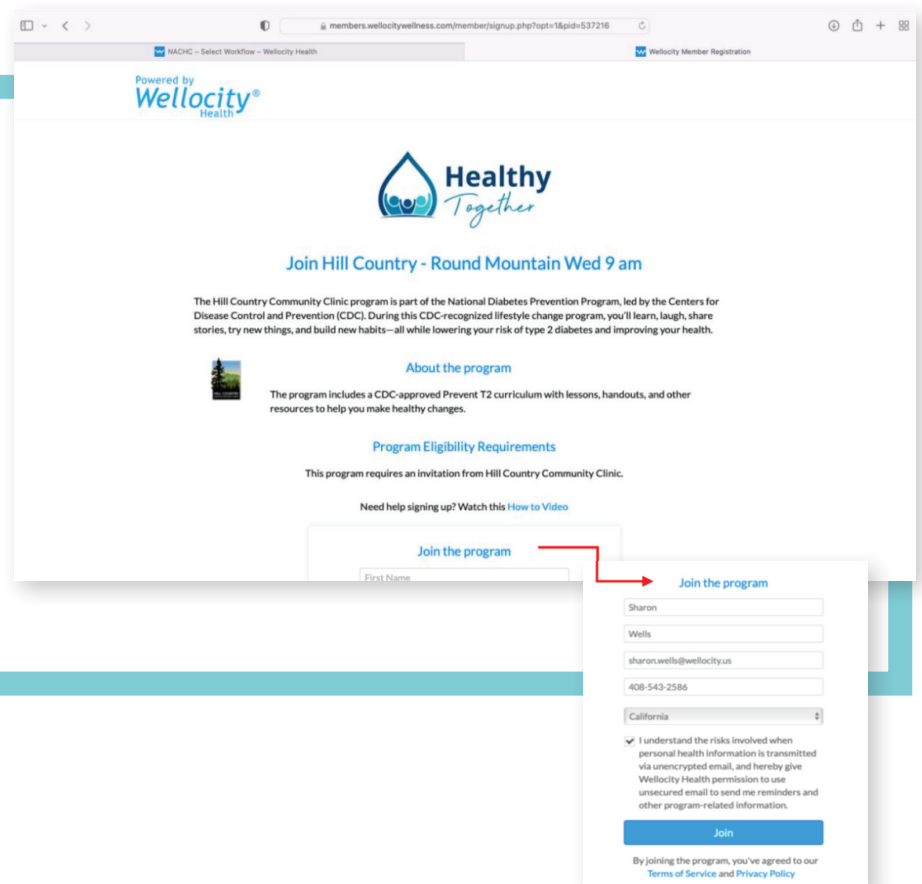
STEP SIX

If you see the following screen, you're not eligible for this program and can skip all steps below.



STEP SEVEN

Fill in your information on the signup page and select **Join**.



STEP EIGHT

Fill in the Participant Demographic Information Form and **Submit**.

The screenshot shows a web browser window with the URL <http://hipaa.jotform.com/220038422294148>. The page features the 'Healthy Together' logo at the top. Below the logo is a blue header with the text 'Participant Demographic Information Form'. The main content area contains the following text: 'Why is this form required?' followed by a paragraph explaining that CDC recognition requires evaluation data every 6 months, including demographics, attendance, weight loss progress, and physical activity. Another paragraph states that the form is HIPAA-compliant and its data will be used for reports. At the bottom of the form, there is a blue header labeled 'Demographic Information' and a 'Name' input field.

STEP NINE

Fill in the Program Start Up Screening Questions form and **Submit**.

The screenshot shows a web browser window with the URL <http://hipaa.jotform.com/213185836101147?category=0&hcvt=0&orgId=0&progId=0>. The page features the 'Healthy Together' logo at the top. Below the logo is a blue header with the text 'Program Start Up Screening Questions'. The main content area contains three screening questions, each with radio button options: 'During the past two weeks, have you been bothered by little interest or pleasure in doing things?' (No, Yes), 'During the past two weeks, have you been bothered by feeling down, depressed, or hopeless?' (No, Yes), and 'What is your gender?' (Male, Female). A fourth question asks 'How many times in the past year have you used a recreational drug or used a prescription medication for non-medical reasons?' with options 'None' and '1 or more'.

STEP TEN

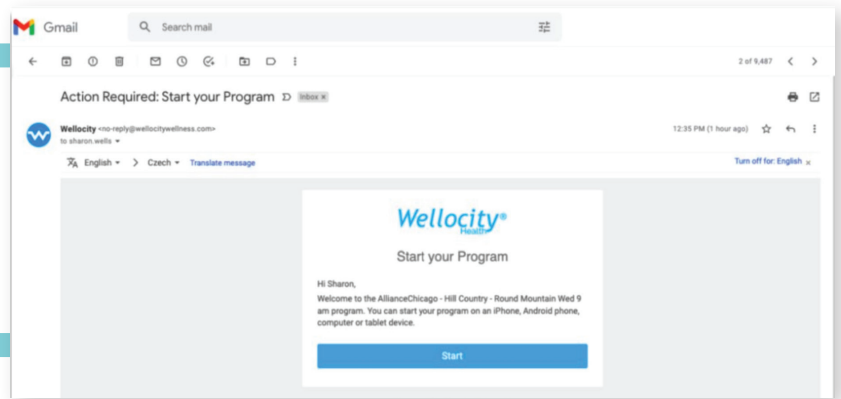
Check your inbox for an email from Wellocity.

The screenshot shows a confirmation message with a blue checkmark icon in a circle at the top. Below the icon, the text reads: 'Thanks for signing up! Please check your email for the next steps.'

START YOUR PROGRAM

STEP ONE

Open the email from Wellocity with the subject **Action Required: Start your Program** and select **Start**.



STEP TWO

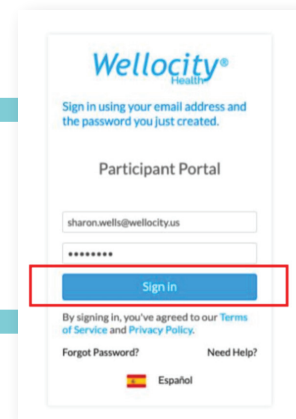
Create a password.



Password must have at least 8 alphanumeric characters and must include at least one uppercase and one lowercase letter. Need extra security? Add these special characters # _ ! [] = ~ * \$ % @ ^

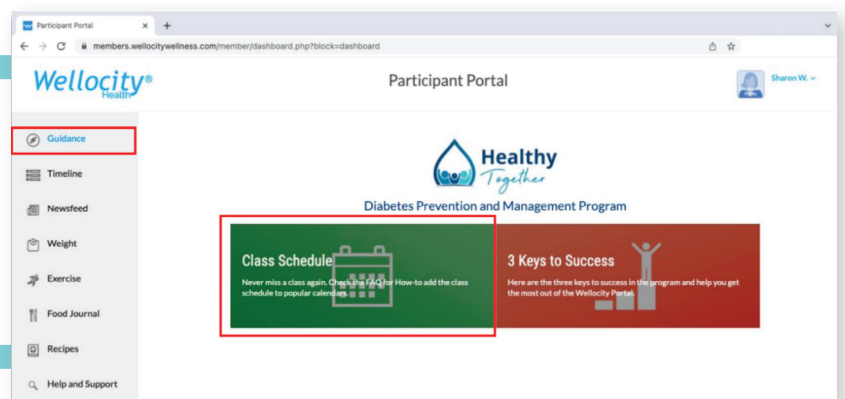
STEP THREE

Sign in.



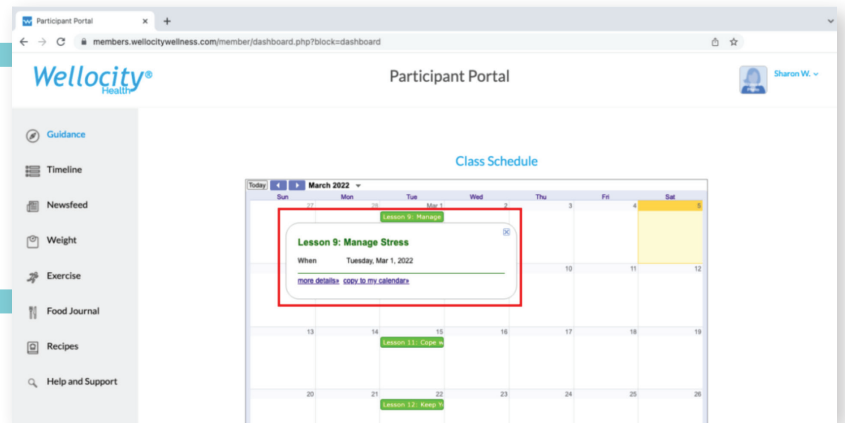
STEP FOUR

You're now on the program home page "Guidance." Select **Class Schedule**.



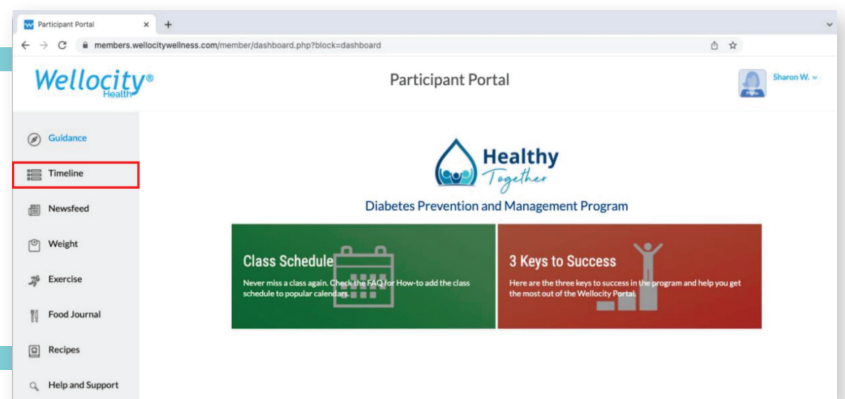
STEP FIVE

View the class schedule for the program.



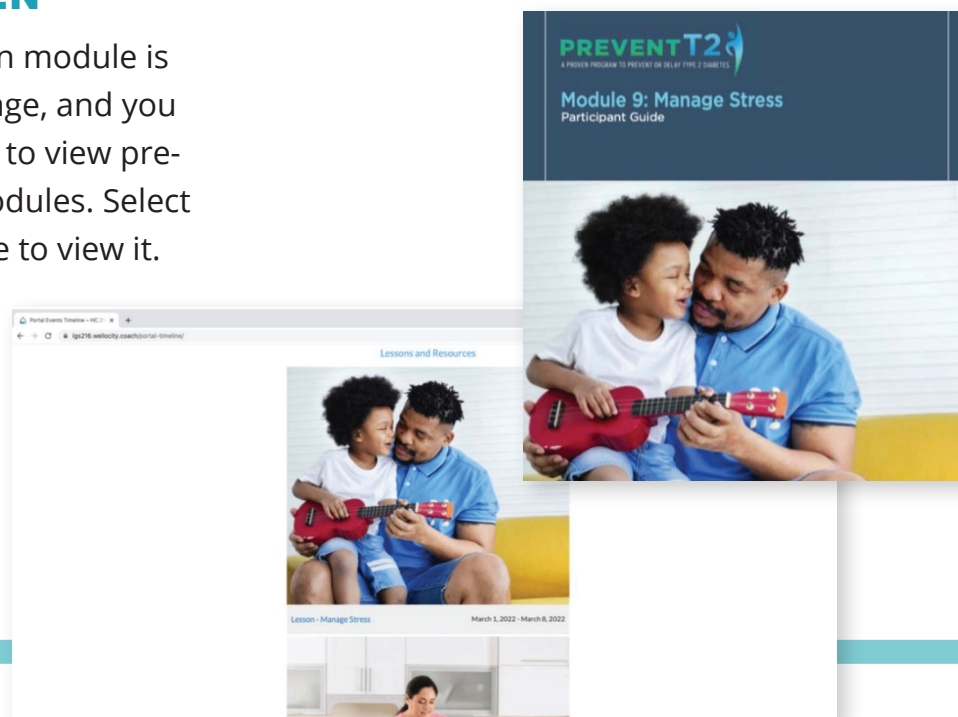
STEP SIX

Select **Timeline** from the Menu to see a list of lesson modules.



STEP SEVEN

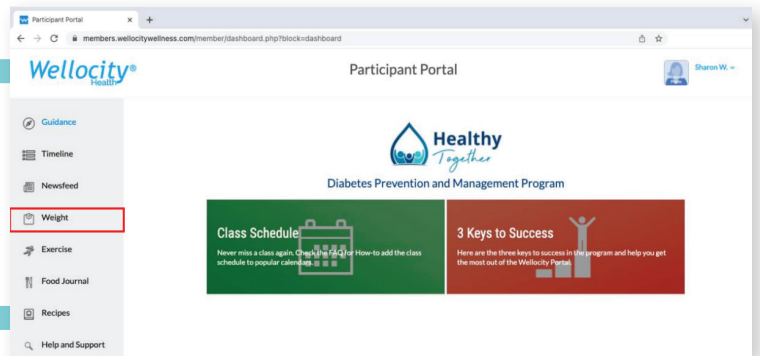
The latest lesson module is on top of the page, and you can scroll down to view previous lesson modules. Select a lesson module to view it.



LOG YOUR WEIGHT, EXERCISE, AND MEALS

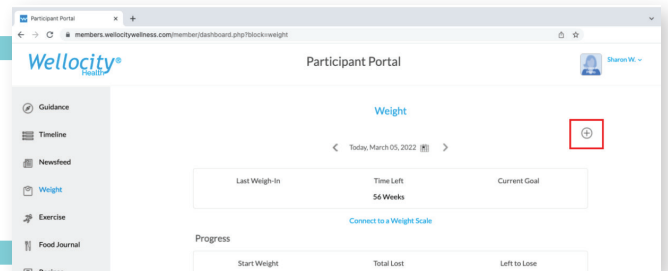
STEP ONE

Select **Weight** from the Menu to log your weight.



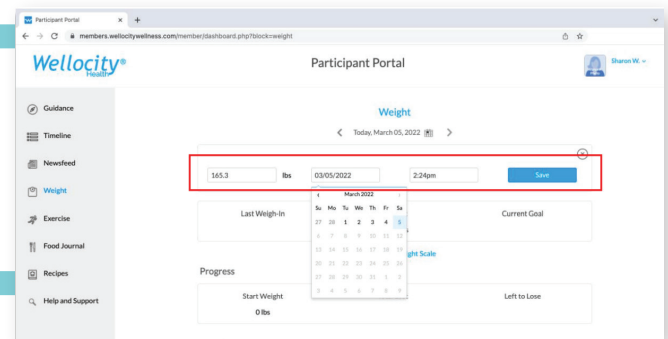
STEP TWO

Select the + icon to add a new weight entry.



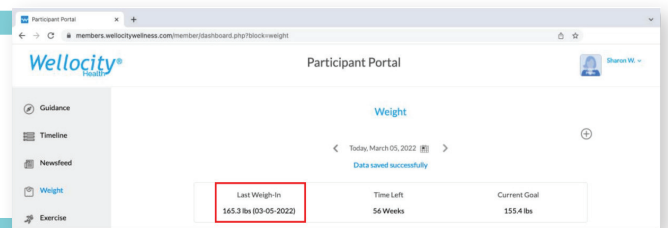
STEP THREE

Enter your weight, adjust the Date and Time, and **Save**.



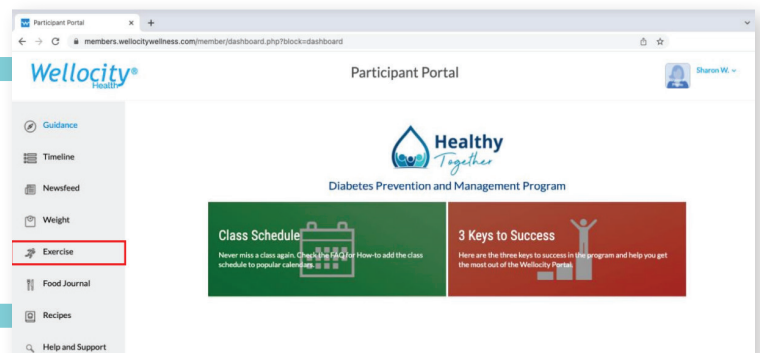
STEP FOUR

Confirm your weight entry is updated.



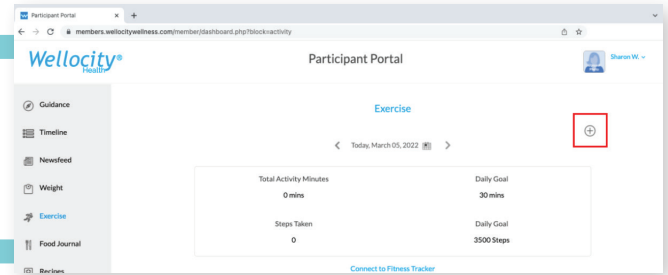
STEP FIVE

Select **Exercise** from the Menu to log your exercise.



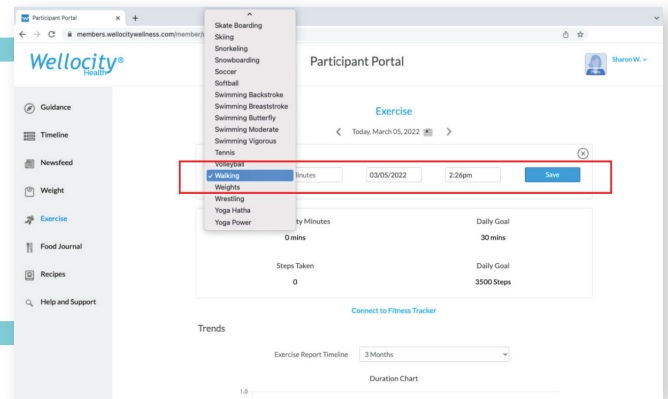
STEP SIX

Select the + icon to add a new exercise entry.



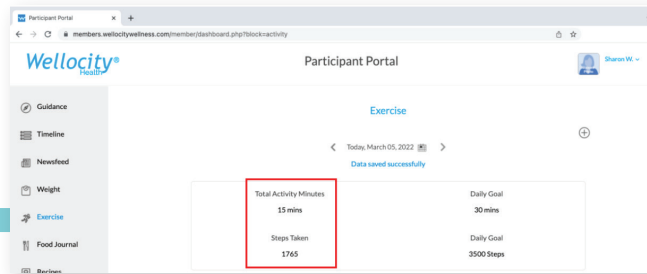
STEP SEVEN

Select an exercise, enter the time you spent exercising, adjust the Date and Time, and **Save**.



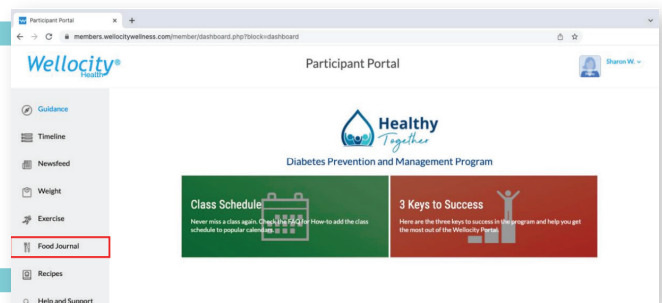
STEP EIGHT

Confirm your exercise entry is updated.



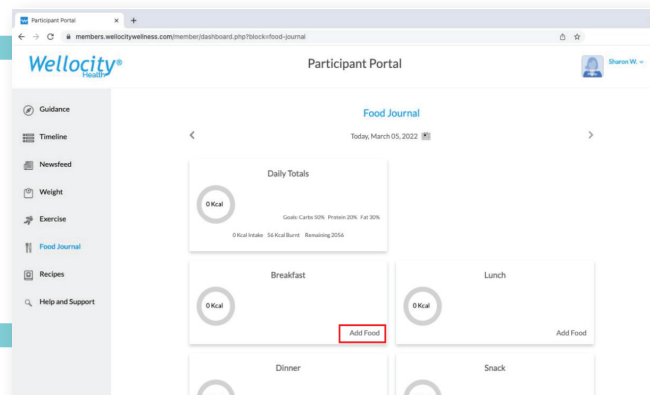
STEP NINE

To log a meal, select **Food Journal** from the Menu.



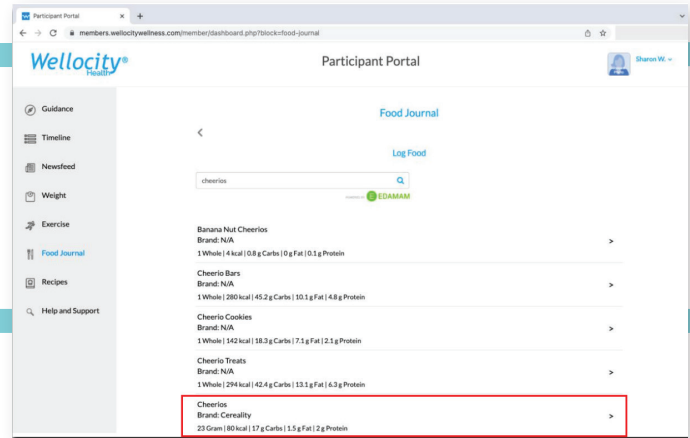
STEP TEN

First, select a meal type (Breakfast, Lunch, Dinner, and Snack) and select **Add Food**.



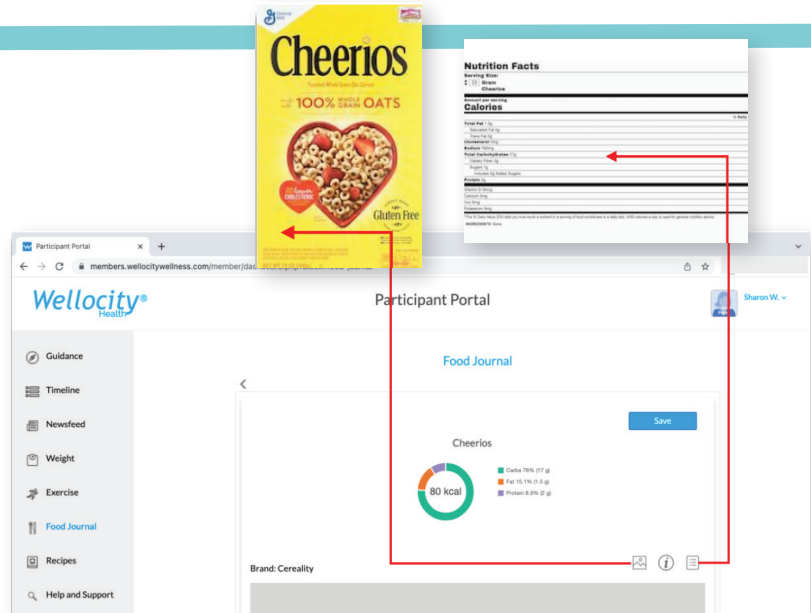
STEP ELEVEN

Search for a food item and select the closest match from the results.



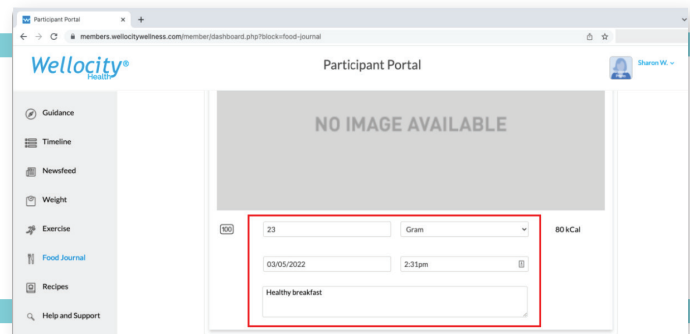
STEP TWELVE

Add a photo from your computer and view the nutrition information label.



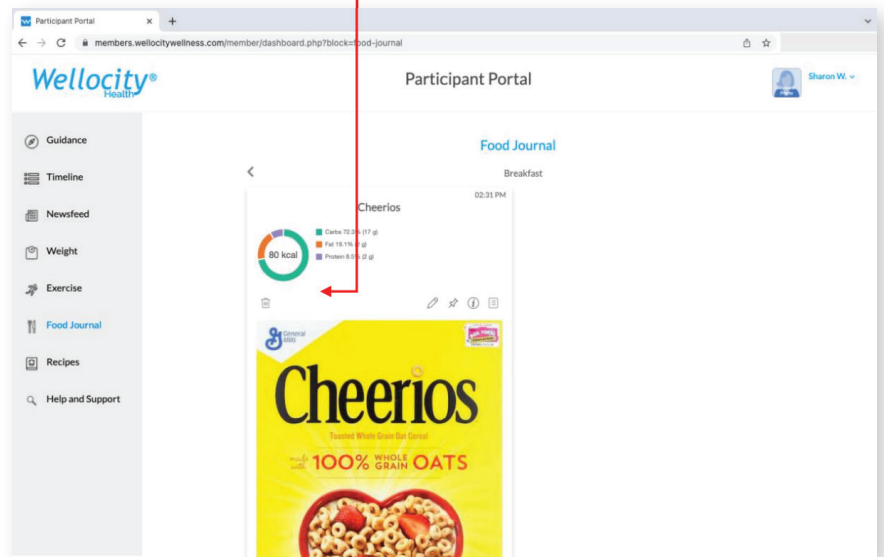
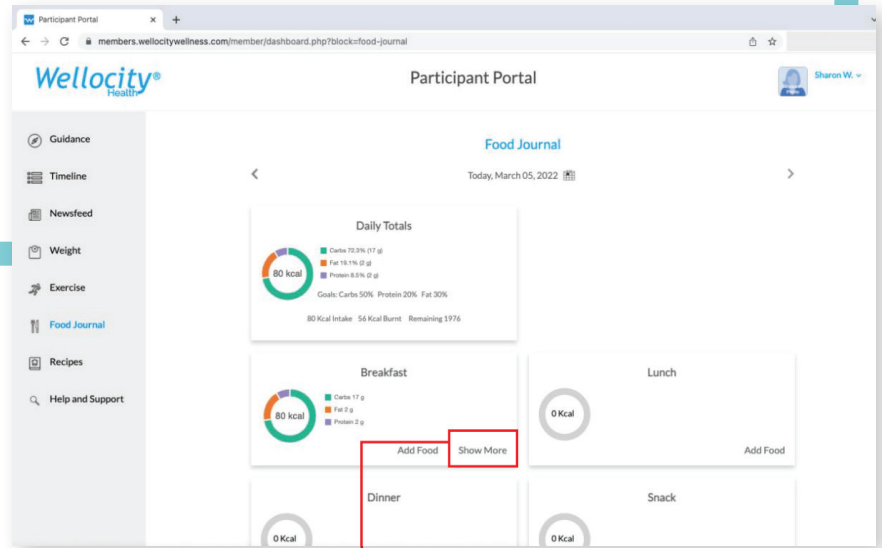
STEP THIRTEEN

Adjust the serving size, date, and time, add a note, and select **Save**.



STEP FOURTEEN

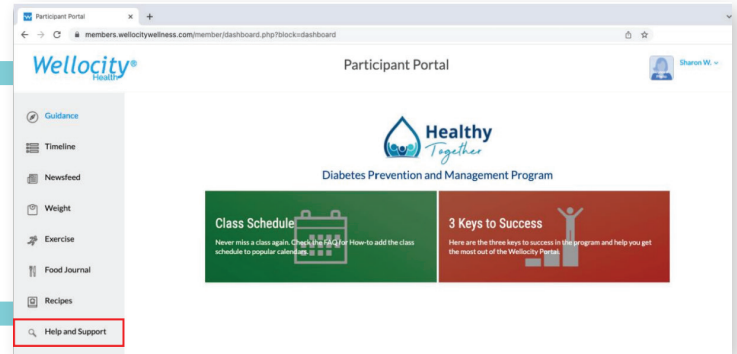
Verify the meal you entered and select **Show More** to see the details.



HELP AND SUPPORT

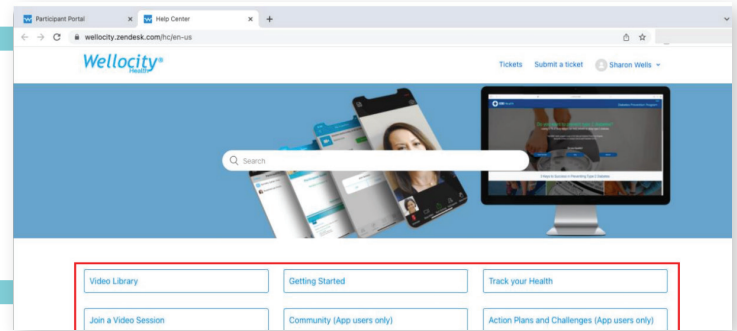
STEP ONE

Select **Help and Support** from the Menu.



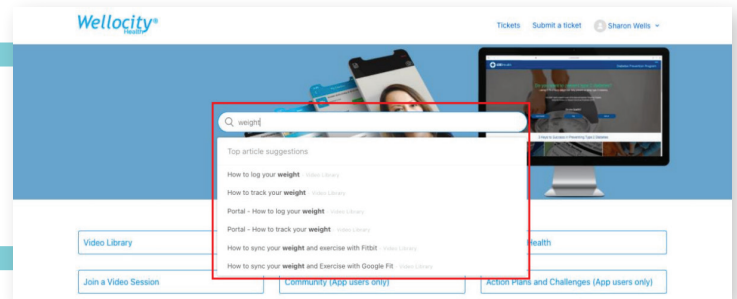
STEP TWO

Access How-to videos, FAQs, and help articles.



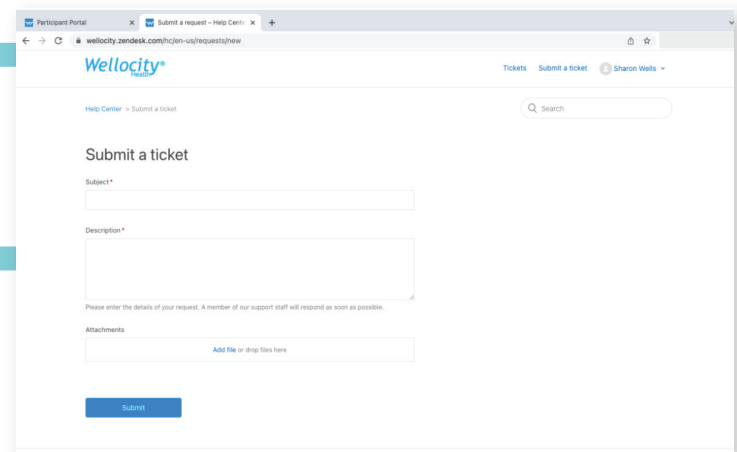
STEP THREE

Search for answers.



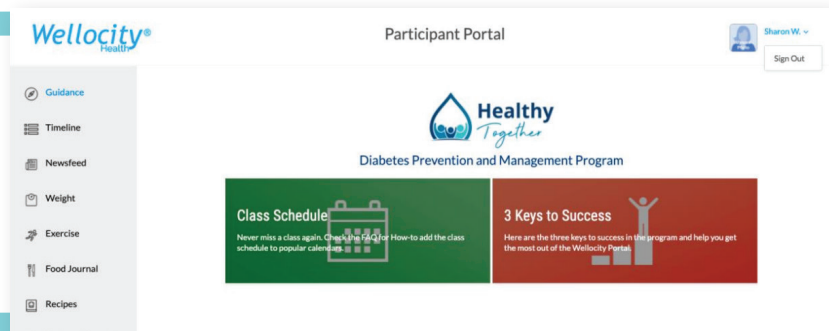
STEP FOUR

Submit Tickets.



STEP FIVE

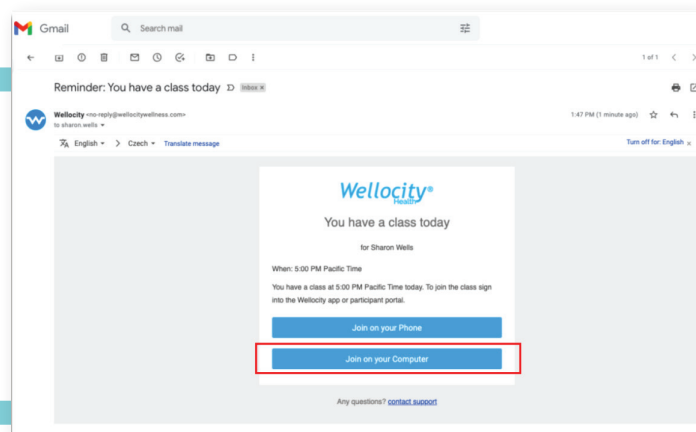
To sign out from the portal, select **Sign Out** from the profile Menu.



JOIN A VIDEO SESSION FOR A DISTANCE LEARNING CLASS

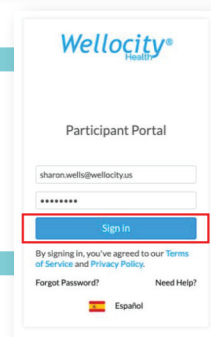
STEP ONE

Check for an email from Wellocity with the subject **Action Required: Don't forget your class** and select **Join on your Computer**.



STEP TWO

Sign in with your email and password.



STEP THREE

Select Connect at the scheduled start time of the session.

Note: You can view the lesson module for the session by selecting Participant Guide.

