



## Steps for Completing your Health Risk Assessment (Personal Wellness Profile™)

1. To access the Personal Wellness Profile™, log into:

<https://wellsuite.com/ah/preferredone/default.aspx?grid=d6612be95a3f>

2. You are considered a **New User** and so you will need to self-register. Click on **Sign Up** on the bottom of the login screen. You will be taken to a self-registration page where you will enter in your contact information. On the next screen, you will be asked to enter in some important biometric data (which is needed at a minimum in order to calculate health risks in the Personal Wellness Profile™).
3. On the next screen, you will create a **User Name**. Use any combination of numbers/letters for your User Name; however, we suggest that you create a User Name that is unique to you and easy to remember. Then, you will create your password. You can choose any password that you wish and it can be any combination of numbers/letters (minimum length of 6 characters, maximum length of 12 characters). **Password must contain both numerals and letters. No spaces, accented letters, or special characters are allowed.** Your password IS case-sensitive!
4. Next, you will need to read and agree to the Consent and Notice to End Users to gain access to the Personal Wellness Profile™. After you agree to this, you will then be taken directly to the Personal Wellness Profile™ questions. You will have 20 minutes to complete each section before you will be automatically logged out. You can reset the timer on the lower left hand side of the screen at any time if more time is needed. If you do not have time to complete the entire assessment, you can log back in at a later date and click on **Edit an Assessment** on the main Personal Wellness Profile™ page to finish it up.
5. Once you have completed all the questions, you will be asked to save your Personal Wellness Profile™ under a title of your choice. You can then view your personal report.
6. The Personal Wellness Profile™ is open for completion **11/19/19 – 12/18/19**.
7. You can log into the Westonka Public Schools wellness portal at any time and then click on Personal Wellness Profile™ to view and/or edit your assessment. If you cannot remember your User Name and/or password, you can reset your password by clicking on the **Reset It** link on the bottom of the login page. Follow the directions on the next page to reset your password. **Please note that you can only reset your password if you included your correct email address on your Personal Wellness Profile™ account contact information page.** If you can't remember your User Name, or have problems resetting your password, you may contact AdvantageHealth at [admin@advantagehealth.com](mailto:admin@advantagehealth.com) or 612.823.4470 (select option 1) to request your User Name, or to have your password reset.



## **Common Questions & Answers Regarding the Health Risk Assessment (Personal Wellness Profile™)**

### **What is a Health Risk Assessment (Personal Wellness Profile)?**

A Health Risk Assessment provides a complete health and lifestyle assessment based on the most current scientific guidelines for optimal health and provides you with an easy-to-read, comprehensive report on your results.

### **Why would I want to fill out the Personal Wellness Profile?**

Assessing your health is an important first step in taking responsibility for your own health and well-being. The assessment will help you identify health risks. It will also suggest what preventive actions you can take to achieve and maintain optimum health.

### **What type of information will I receive from filling out the Personal Wellness Profile?**

You will receive a personalized report immediately online detailing your health profile. This includes a wellness score and detailed information on individual health risks (i.e. coronary risk, cancer risk, nutrition status). You will also be given feedback regarding “next steps” to take to improve your health risk areas.

### **Where do I type in my biometric screening data (if known)?**

If you know your biometric screening data (i.e. cholesterol, glucose, blood pressure), you can type in this data under the Health Tests section of the Personal Wellness Profile™. If you don't know this information, you can leave this section blank.

### **Is the Personal Wellness Profile confidential?**

Yes, your information is kept confidential. No private health information will be shared with your employer by AdvantageHealth. Only group (de-identified) data will be shared in aggregate reports with your employer.

### **Who do I contact if I have any questions about the biometric screenings and/or Personal Wellness Profile?**

For any questions regarding the biometric screenings or the Personal Wellness Profile™, please contact AdvantageHealth at 612.823.4470 (select option “1”) or email [admin@advantagehealth.com](mailto:admin@advantagehealth.com).

*Before you begin any program to improve your health, you should review your medical situation and plan for improvement with your physician.*