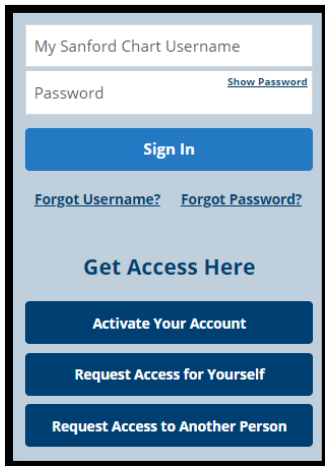


1. Go to Sanford Health's [My Sanford Chart](#)
2. Either Sign In (current user) or Request Access for Yourself (new user) or Activate Your Account (finished the 3 day wait period and have your code via mail or email)



My Sanford Chart Username

Password [Show Password](#)

Sign In

[Forgot Username?](#) [Forgot Password?](#)

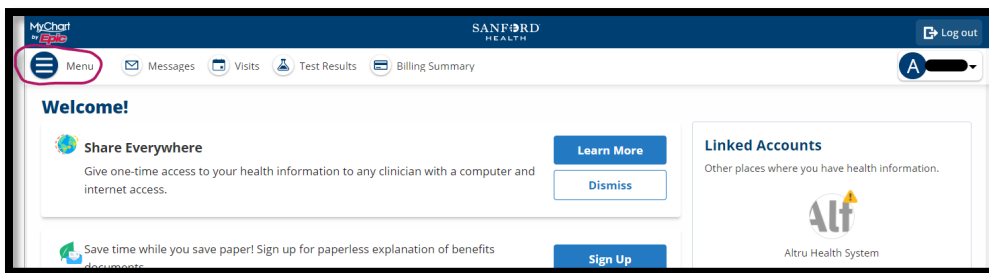
Get Access Here

Activate Your Account

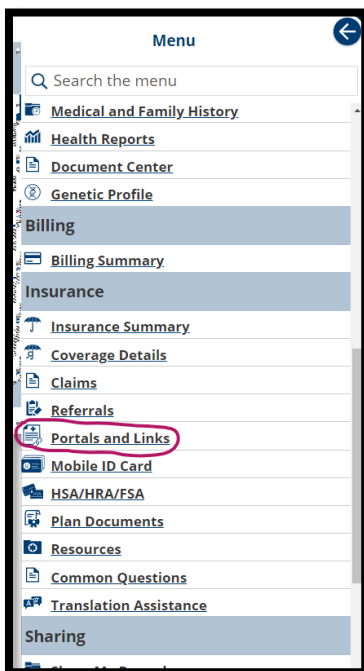
Request Access for Yourself

Request Access to Another Person

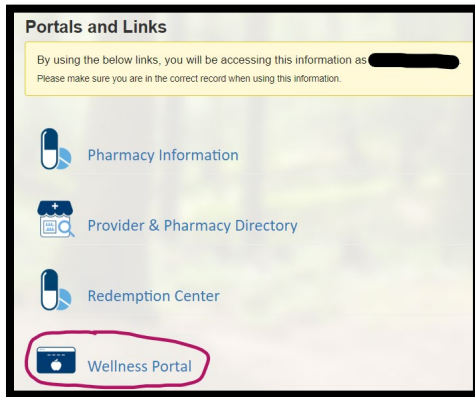
3. After signing in, you have access to your Sanford Health Plan information. To find the Wellness Portal, click on the Menu button:



4. Scroll down the list until you find the Portals and Links button, click it:

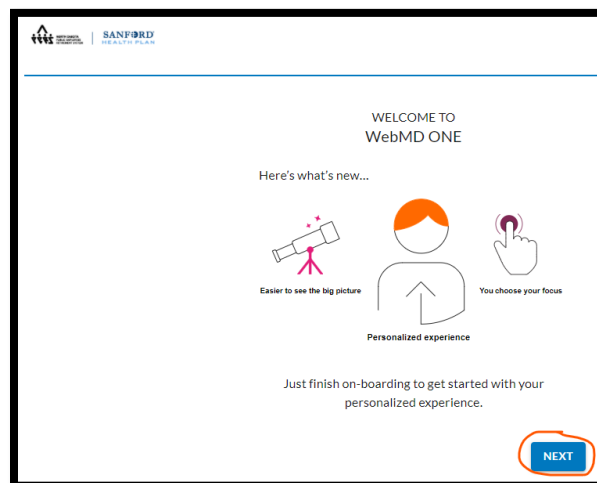


5. You will then see the following links, click on the Wellness Portal:



6. If you have already created your Wellness Portal, it will take you to your Dashboard. You may also need to update email information.
- a. Update the highlighted information, check the box and click GO

- b. Continue to personalize your experience:



c. Complete the Personalization questions:

Tell us about your health
This helps us understand where you are on your well-being journey.
* indicates a required field.

Overall, how would you rate your health? *

- poor
- fair
- average
- good
- excellent

What's your ethnic origin? *

Some conditions and health risks vary by ethnicity.

Height

ft in

Please enter a height between 3'0" and 7'11".

Weight

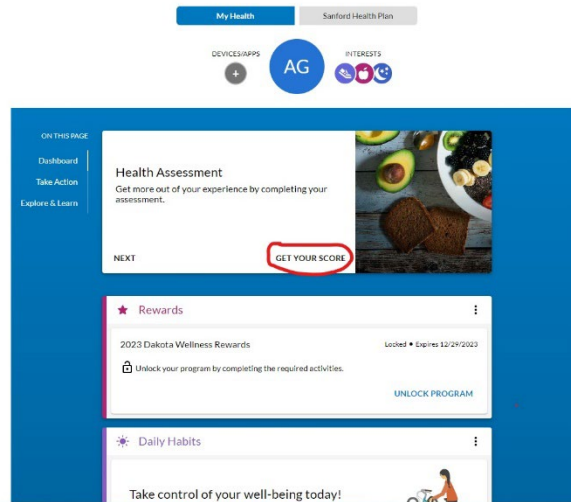
lbs

Please enter a weight without clothes that is between 50 and 250 lbs.

NEXT

7. Complete the Annual Health Assessment:

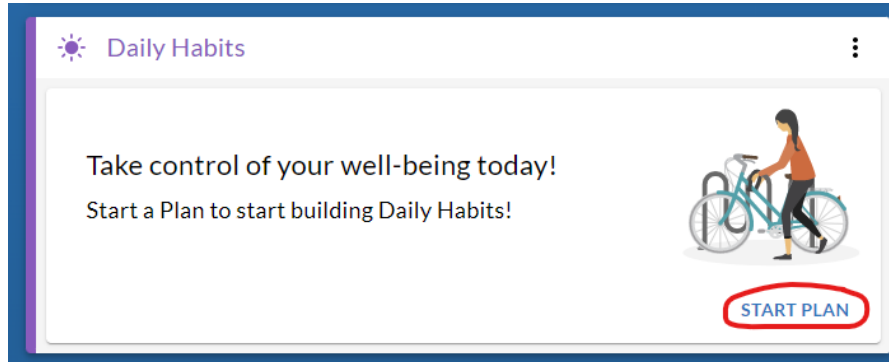
a. On the "My Health" tab, find the Health Assessment then click on "Get Your Score" then answer the questions:



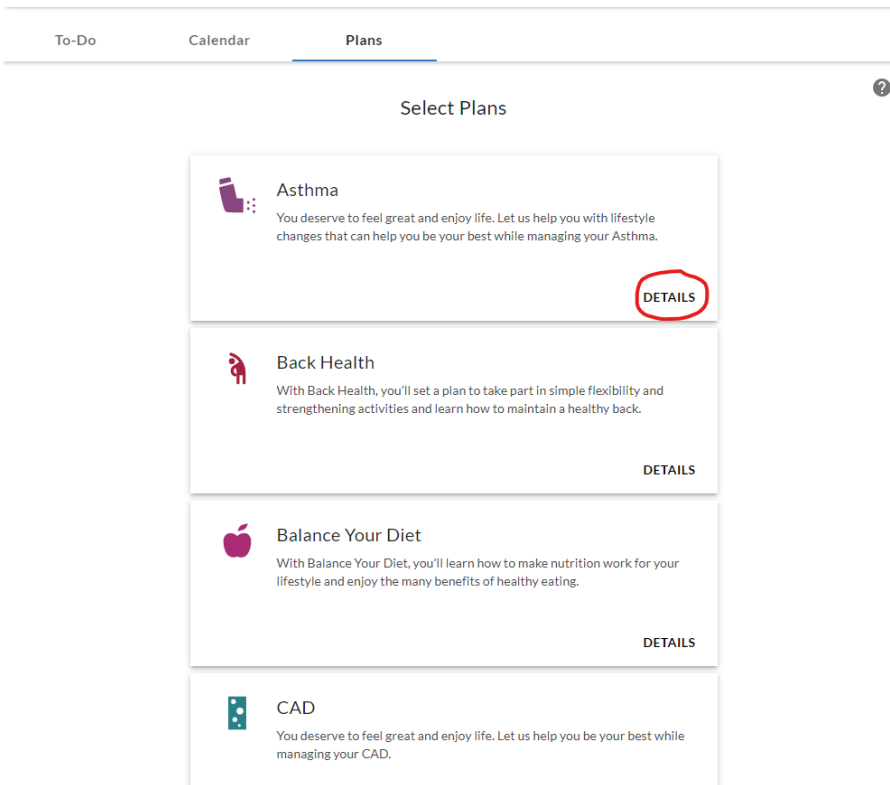
b. Once complete, you will get your Results (you can also download your results):

8. You can work on Daily Habits to earn points:

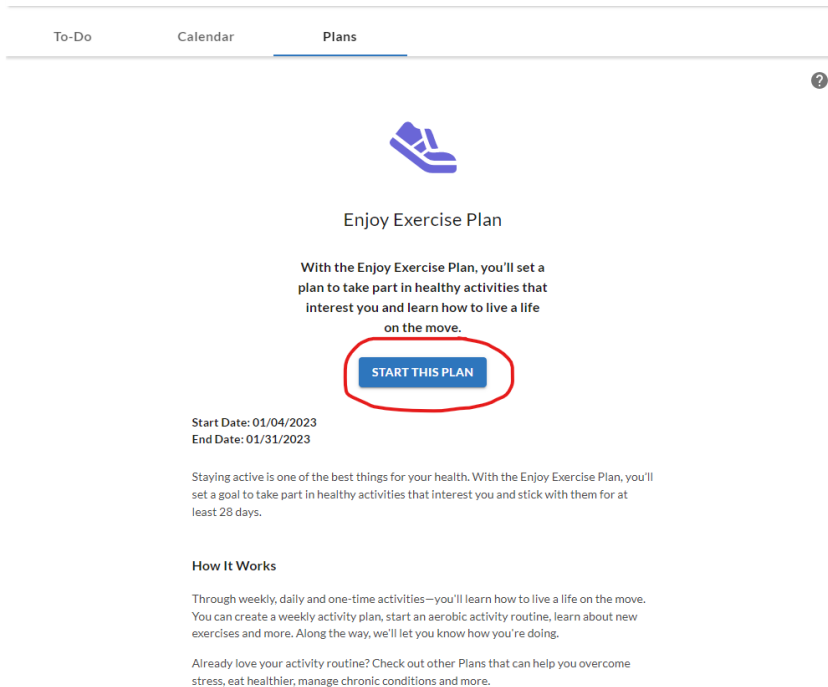
- a. Click on “start plan” to choose up to 3 daily habits to track.



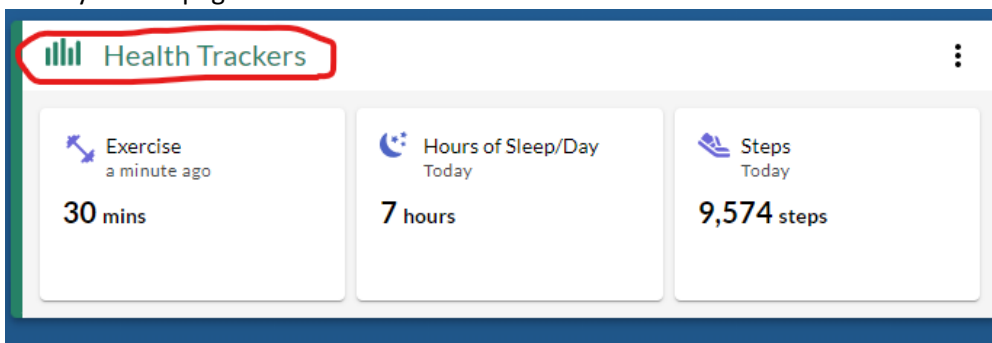
- b. Pick a habit you want to work on, click details to get more information on the topic



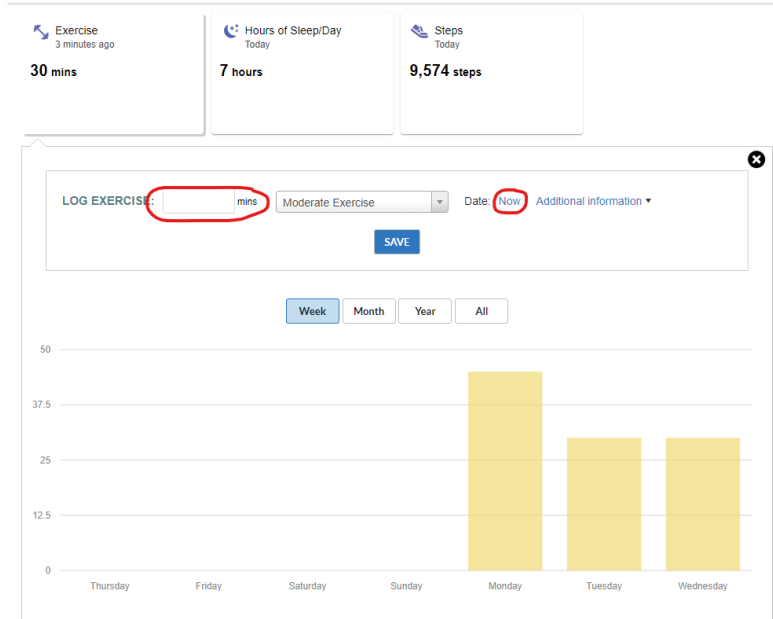
- c. You can read what this topic covers and what activities you will be expected to complete to earn points. If you want to choose this topic, click START THIS PLAN:



9. You can also utilize the Health Trackers function to track things like steps, weight, sleep, and more! Click on “Health Trackers” to get started. This is found right below your Daily Habits on the My Health page.



- You can pin some of your favorites to the home screen by clicking on the pin in the upper righthand corner of the tile.
- Click on the tile you want to record. Enter in your tracking information and the date you want to record. You can go back and enter in information for days you missed by clicking on “Now”.



10. To see all the capabilities of the Dakota Wellness Program Wellness Portal, here is a link to their brochure: https://www.sanfordhealthplan.com/-/media/files/documents/ndpers/761-246-407-brochure-dakota-wellness-program-guide-8_5x11.pdf