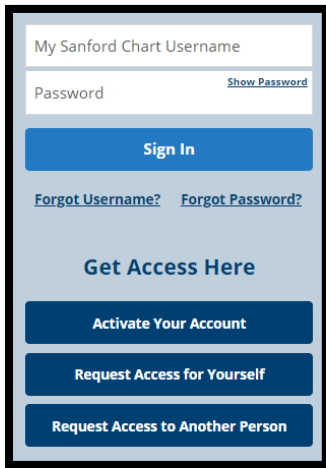


1. Go to Sanford Health's [My Sanford Chart](#)
2. Either Sign In (current user) or Request Access for Yourself (new user) or Activate Your Account (finished the 3 day wait period and have your code via mail or email)



My Sanford Chart Username

Password [Show Password](#)

**Sign In**

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

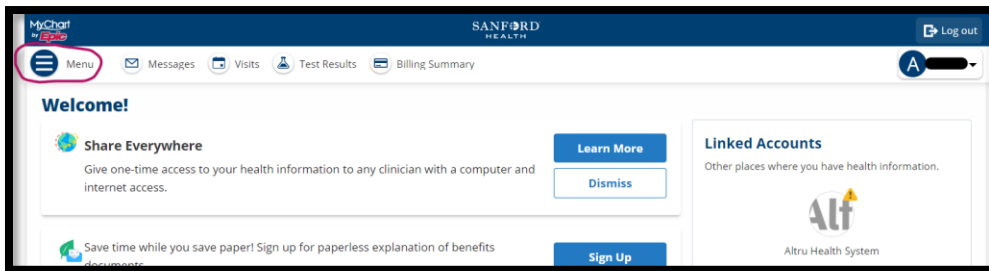
**Get Access Here**

**Activate Your Account**

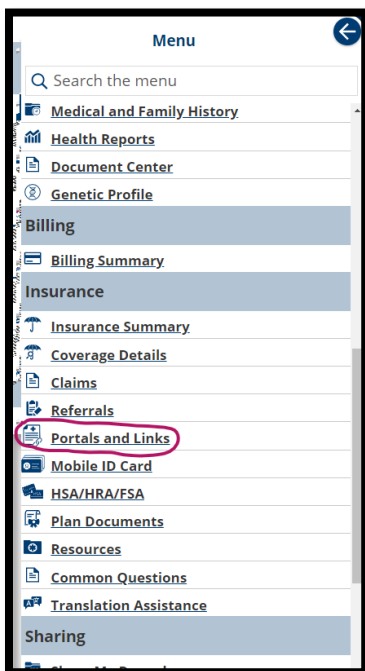
**Request Access for Yourself**

**Request Access to Another Person**

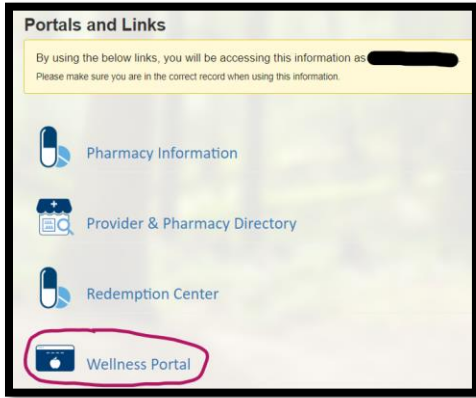
3. After signing in, you have access to your Sanford Health Plan information. To find the Wellness Portal, click on the Menu button:



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:

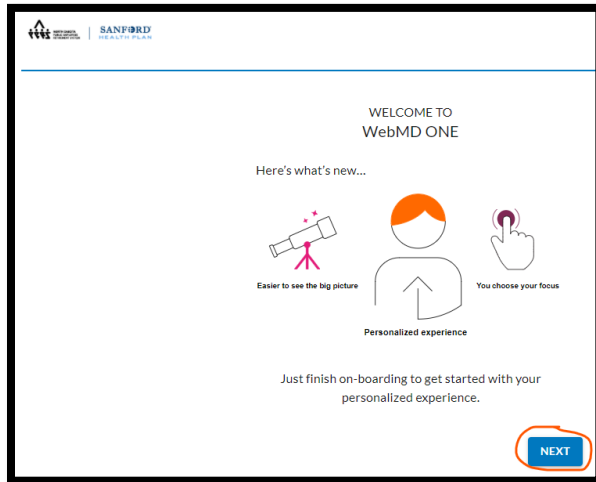


6. If you have already created your Wellness Portal, it will take you to your Dashboard. You may also need to update email information.

a. Update the highlighted information, check the box and click GO

The screenshot shows a form with the following fields: "Birthdate (mm/dd/yyyy) \*" with the value "04/01/1978"; "Email Address \*" with the value "andriaspaeath@gmail.com" highlighted in yellow; and "Verify Email Address \*" with the value "andriaspaeath@gmail.com". Below these is an "Agreement" section with a checked checkbox and the text "I have read and agreed with WebMD's Terms and Conditions and have read and understood WebMD's Privacy Policy". A "GO" button is located at the bottom right.

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.

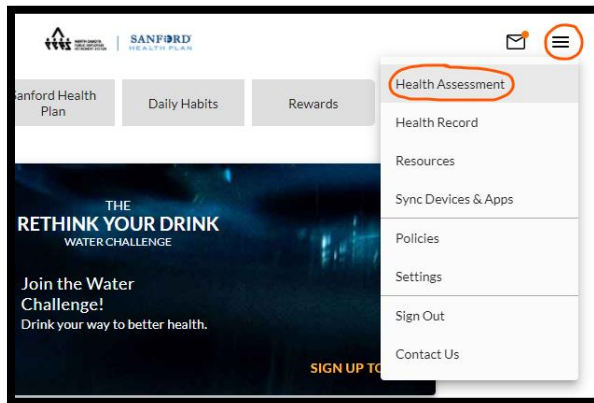
Height  
ft in  
Please enter a height between 3'0" and 7'11".

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

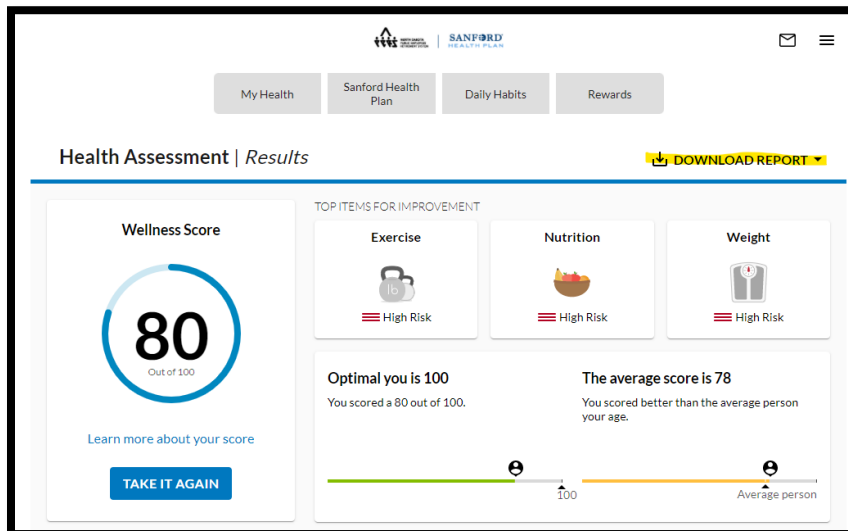
NEXT

7. Complete the Annual Health Assessment:

a. Click on the 3 lines at the top, choose Health Assessment, then answer the questions:

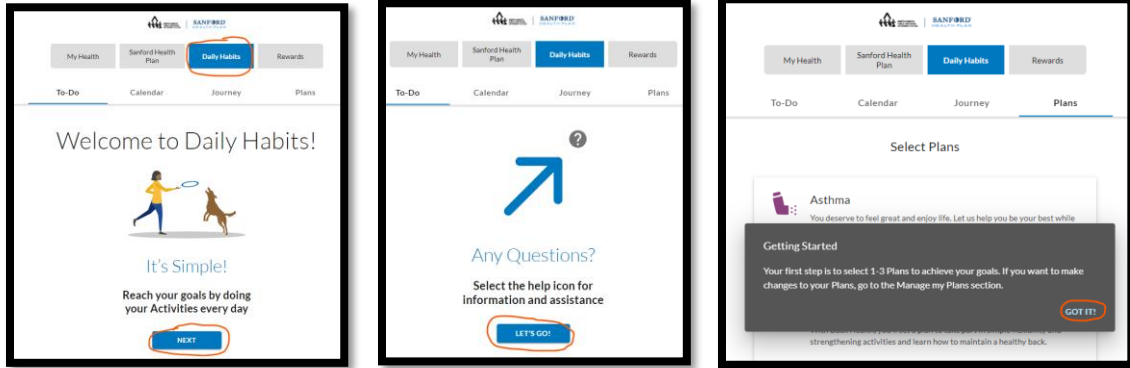


b. Once complete, you will get your Results (you can also download your results):

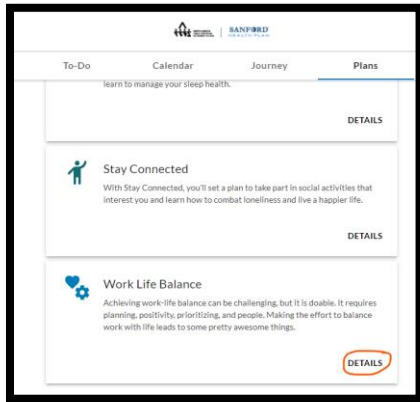


8. You can work on Daily Habits to earn points:

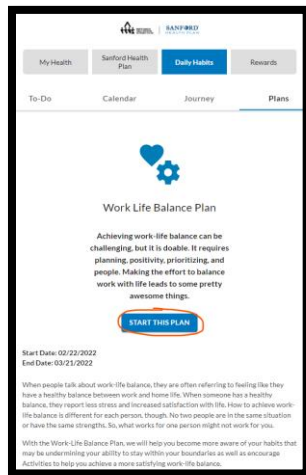
- a. Pick a habit you want to work on, click details to get more information on the topic



- b. EXAMPLE: click on DETAILS on the topic you want to learn more about:



- 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. 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](https://www.sanfordhealthplan.com/-/media/files/documents/ndpers/761-246-407-brochure-dakota-wellness-program-guide-8_5x11.pdf)