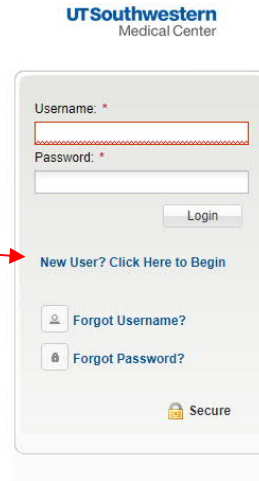


Create a ReadySet Account for Seasonal Flu

1. Go to: <https://utsw.readysetsecure.com/rs/>

Click on New User to start creating your ReadySet Account.



2. Fill in the Access/Org Code 1860. In Program Type select Seasonal Flu Immunization from the drop-down options.

Be sure to type in the correct code that you see on your screen below to continue to the next steps. This code changes every time. Press Refresh Code if you need a new code.

Register with ReadySet



3. Fill in your First name, Last name, Date of Birth, Employee Number, Last 44 Digits of your Social Security Number, Population Type: New Hire, State: Texas.

Employee ID fill in your S number without the S.
EX: S123456 / Fill in: 123456

Be sure to select New Hire in the Population Type drop Box.
The program will not let you continue if you choose something else.

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *	<input type="text" value="Donald"/>
Last Name: *	<input type="text" value="Duck"/>
Date Of Birth: *	<input type="text" value="12/25/1915"/>
Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): *	<input type="text" value="123456"/>
Last 4 of SSN: ? *	<input type="text" value="4321"/>
Population Type:	<input type="text" value="New Hire"/>
State: ? *	<input type="text" value="Texas"/>

4. Fill in Gender, Phone Number, and UT Southwestern Email.

Register with ReadySet

Just need a little more information.

Gender: *	<input type="text" value="Male"/>
Phone: *	<input type="text" value="(214) 111-1111"/>
Email: *	<input type="text" value="Donald.Duck@UTSouthwe"/>

5. You will be asked to verify that all the information filled in is correct. Please make sure you go through the information to confirm that it is correct.

Register with ReadySet

Step 3 of 5: Please confirm the information below, or click on "Previous" to go back to correct the information.

First Name:	Donald
Last Name:	Duck
Date Of Birth:	12/25/1915
Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY):	123456
Last 4 of SSN:	4321
Population Type:	New Hire
State:	Texas
Gender:	Male
Phone:	(214) 111-1111
Email:	Donald.Duck@UTSouthwestern.edu

Personal Health Information is protected by law. By clicking "Next" you are certifying that the information above is accurate and true.

6. Now it's time to create a Username and Password for your ReadySet Account.

Register with ReadySet

Please be sure to read the instructions carefully when creating a password.

Step 4 of 5: Setup your username and password.

The Username is what you enter to log-in to the system, along with your password. Usernames must be between 5 and 60 characters

Username: *

Password must be 8 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: ! @ # \$ % ^ & * (). Common words or phrases such as: password, admin, manager, ABC, 123, your username, your first or last name, etc. are not allowed.

Password: *

Verify Password: *

The email address below will be used if you forget your username or password.

Email Address: *

7. Almost done with the registration process. Choose and Answer security questions incase you ever forget your password.

Make sure to choose questions you'll remember the answers to.

Register with ReadySet

Last Step: Set up your security questions.

Please select three security questions and provide answers to each one. These will be used to verify your identity in the event that your password needs to be reset.

Security question: *

Answer: *

Security question: *

Answer: *

Security question: *

Answer: *

8. Agree and you'll be logged in to your account. On the left side of the page you'll see many options. Health Surveys is where you'll go to complete the Seasonal Flu Immunization Survey that is required before getting the Flu Vaccine.

The screenshot shows the ReadySet user interface. At the top, there are logos for ReadySet and UT Southwestern Medical Center. Below the logos are two tabs: "My Health" (selected) and "User Settings". On the left is a navigation menu with items: Welcome, Health Surveys (with a notification icon), Appointments, Test Results (with a sub-menu: Letters, Results), FAQ, Links, Contact Us, Documents, and Employee Demographics (with a sub-menu: Demographics). The main content area is titled "Surveys and Information Requests" and contains a table with columns "Name" and "Survey Status". The table lists "Health Surveys (1)" with a sub-entry "Seasonal Flu Immunization Survey" which is marked as "Incomplete". On the right side, there is a section for "Seasonal Flu Immunization Survey" containing a "Seasonal Flu Questionnaire" with a list of options: "1) Please select one of the following" with radio buttons for "I AGREE to receive the se", "I ALREADY RECEIVED th", and "I DO NOT WANT the seas". A red arrow points from a text box to the "Health Surveys" link in the navigation menu.

Click here to see your Health Surveys

9. Once you complete your survey the status of the survey will change from **Incomplete** to **Complete**. You are all done!

Surveys and Information Requests	
Name	Survey Status
Health Surveys (1)	
Seasonal Flu Immunization Survey	Complete

You will see **Complete** once you have successfully completed your Seasonal Flu Immunization Survey.