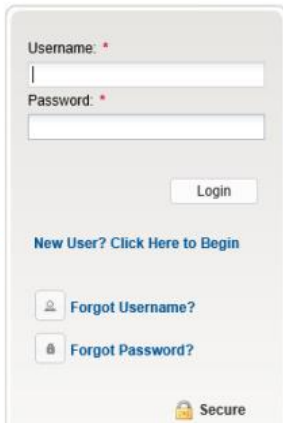
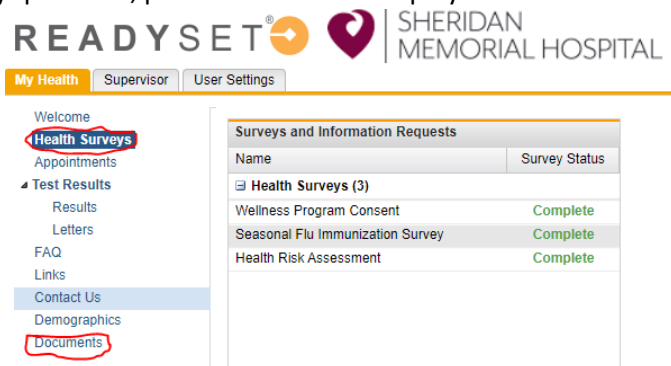


Steps for creating an Employee Health Account in Axion's ReadySet Online System

1. Go to www.sheridanhospital.org
2. Scroll toward the bottom of the page and locate and click on "Staff Portal"
3. Click on "Pre-Registration Axion Health – Non-Employee Health Records Log-In"
4. This screen will appear. Click on "New User? Click Here to begin" in the center of the box



5. Our Access Code is 2929
6. Click on the Program Type drop down arrow – Click on New Employee
7. Enter the code at the bottom of the screen. There may be a squiggle that means nothing. Enter the bold numbers/letters.
8. From there you will complete the forms moving forward using the next button at the bottom of each page.
9. Please use your personal/home email address when asked.
10. Be aware that the password is very specific. You must have an Upper case letter, Lower case letter and one of the specific symbols that is shown in the instructions above where you enter your password. Retain this information for future access to the system.
11. When you complete registration, you will be directed to accept and enter the site.
12. There you will find "Health Survey's" on the left hand side of the screen that you will need to complete. If you are unsure of any answers it is okay to mark that you don't know.
13. Once completed with the surveys, Upload required immunization records to this portal under the "Documents" tab at the left hand side of the screen.
14. If you have any questions, please contact our Employee Health Office at 307-672-1179.



Name	Survey Status
Health Surveys (3)	
Wellness Program Consent	Complete
Seasonal Flu Immunization Survey	Complete
Health Risk Assessment	Complete