

# ReadySet Wellness Documentation

## Upload Instructions



To access your ReadySet account please follow the information below.  
Listed are two options to access your ReadySet account..

### STEP 1

#### Option 1: QR code

Scan this QR Code with your mobile device. This QR code will take you directly to the Integris Health Website with the direct Hyperlink giving you access to ReadySet sign on.



#### Option 2: Hyperlink

Follow the steps below to access Cority ReadySet using single sign on.

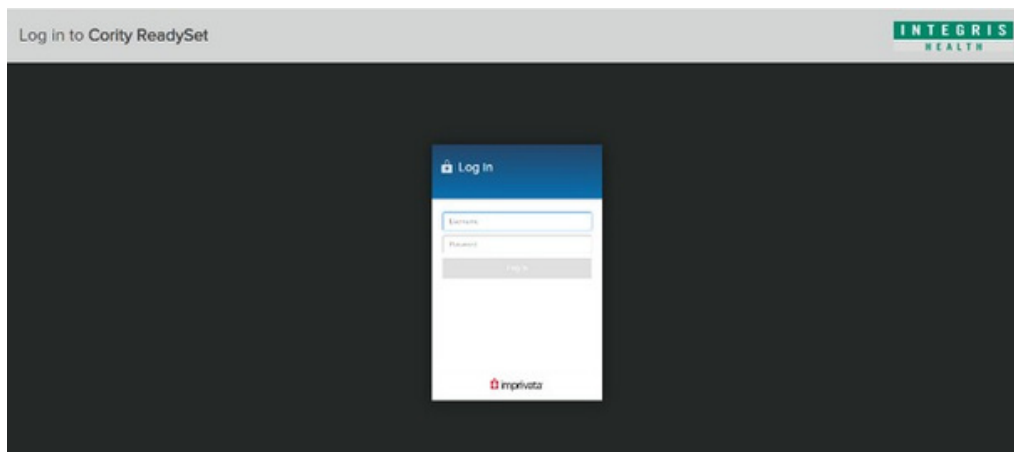
- 1** <https://integris.readysetsecure.com/rs/rest/samlssso/requestCloudSSO>  
Follow the link above to login to ReadySet using single sign on. Google Chrome or Microsoft Edge are the best web browsers to use.

# ReadySet Flu Documentation

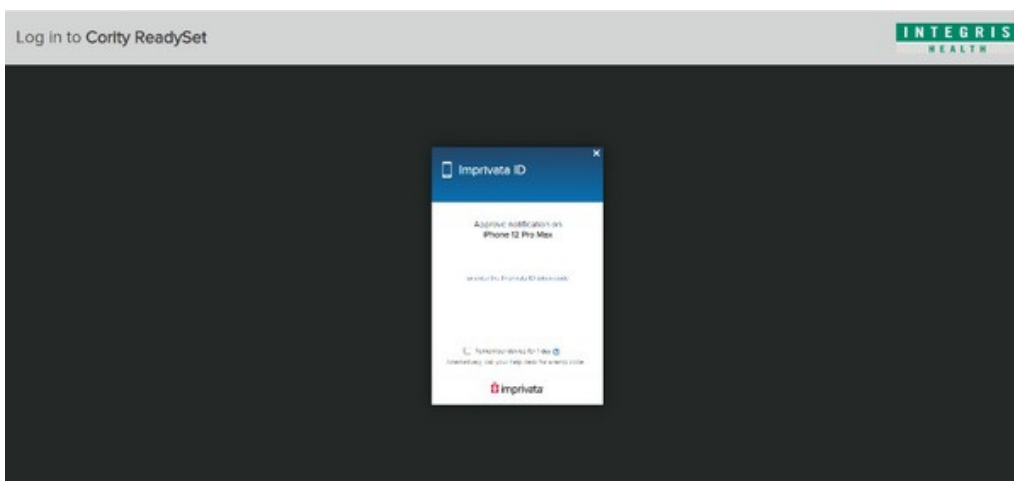
## Upload Instructions



- 2 The Imprivata login screen will appear. Login with your INTEGRIS Health credentials.



- 3 The next screen will show the access approval was sent to your authorized device through the Imprivata application. You should receive a notification to approve the access or enter the Imprivata ID token code given through the application.



# ReadySet Flu Documentation Upload Instructions



**4** After approving the access request successfully, you are now logged into ReadySet



My Health User Settings

- Welcome
- Health Surveys
- Appointments
- Test Results
  - Results
  - Letters
- Documents
- FAQ
- Links
- Contact Us
- Demographics
- Report Incident

Welcome, [redacted]  
If you are not Rachel, please [log out](#) immediately.

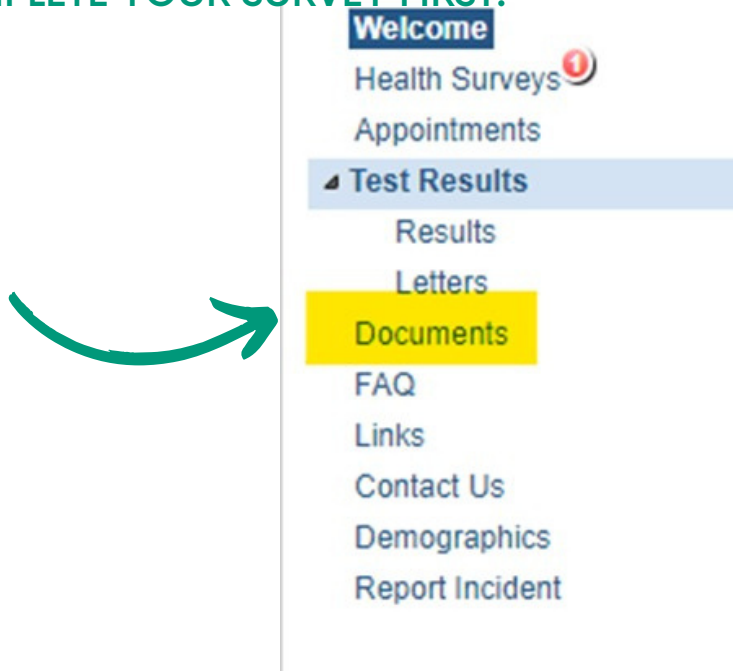
### Welcome to your Personal Health Portal

To **enroll or renew** enrollment in an open program, click on the Health Surveys tab on the left. Review your personal information and complete any pending surveys.

- [Click Here to complete pending surveys or questionnaires](#)
- [Click Here to review and print your test results or letter](#)

## STEP 2

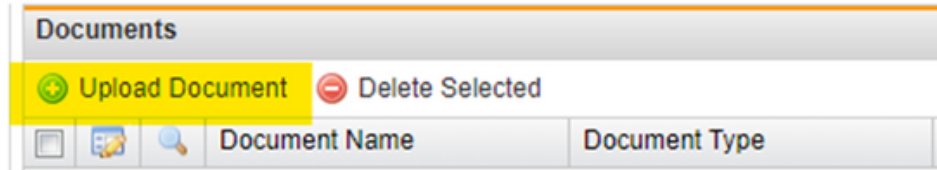
**1** To upload your Wellness documentation into ReadySet click the Documents tab. documentation into ReadySet click the Documents tab. **BE SURE TO COMPLETE YOUR SURVEY FIRST.**



# ReadySet Flu Documentation Upload Instructions



- 2** After clicking on documents, you will see an option to upload documents as highlighted below. Click "Upload Document"



- 3** After clicking "Upload Documents", you will see a small box appear labeled "Add Document" as shown below. Click "Select a File" to upload the document of your choice.

The screenshot shows a dialog box titled 'Add Document'. At the top, there is a close button (X) and an information icon (i) with the text: "Any files that you upload can be viewed by your EHS department." Below this, there is a yellow highlighted section with the label 'Document to Upload: \*' and a text input field. To the right of the input field is a button labeled 'Select a File...'. Below the yellow section, there is a line of text: "The following file extensions are allowed: pdf, png, jpg, jpeg, txt, doc, docx, tif, tiff." Below this, there are three input fields: 'Document Type: ? \*' (a dropdown menu), 'Document Name: ? \*' (a text input field), and 'Upload Comment:' (a larger text input field). At the bottom right of the dialog box, there are two buttons: 'Upload' and 'Cancel'.

# ReadySet Flu Documentation Upload Instructions



- 4 After selecting your file of choice, click the down arrow (highlighted below) to select "Wellness" as Document Type.

**Add Document** [Close]

*Any files that you upload can be viewed by your EHS department.*

Document to Upload: \*

The following file extensions are allowed: pdf, png, jpg, jpeg, txt, doc, docx, tif, tiff.

Document Type: ⓘ \*  ▼

Document Name: ⓘ \*

Upload Comment:

- Wellness
- Immunization records ▲
- Titer
- TB
- ID, DS consents
- Drug Screen
- Job Code
- RTW / TWA personal
- Work Comp
- Exposure / Injury
- Demographics
- Medical Marijuana
- Med Surv
- NH paperwork
- Respirator fit test
- Wellness ▼

# ReadySet Flu Documentation Upload Instructions



**5** After naming the document type, click the upload button shown below.

**Add Document** ✕

*Any files that you upload can be viewed by your EHS department.*

Document to Upload: \*  Select a File... !

The following file extensions are allowed: pdf, png, jpg, jpeg, txt, doc, docx, tif, tiff.

Document Type: ? \*  ▼

Document Name: ? \*

Upload Comment:

Upload Cancel