

# 2022 - 2023 MY WELLNESS ACTIVITY GUIDE



**ENROLL TODAY!**



1. Visit [marquette.mywellportal.com](https://marquette.mywellportal.com) or scan the QR code to download the MyWellPortal app and log in with your personal username and password.
2. New users will select 'Register for a new account' and enter the code 'marquette'. Create an account using a username and password of your choice. On the following page, employees will enter their MUID.  
*\*New spouses will enter the employee's MUID + S + DOB (DOB = spouse's DOB in format dd/mm/yyyy)*
3. Select the 'My Wellness' tile to enroll in the 2022 – 2023 program.



## COMPLETE ACTIVITIES & GET REWARDED

The My Wellness program is offered to all employees and spouses and allows participants to complete qualifying wellness activities for points toward prizes. This guide will help you understand how to enroll in the program, provide an overview of each wellness activity and how to earn points upon completion.

**To earn the Marquette FSA/HSA contribution in 2024 and/or be entered into the quarterly raffle, you will need to achieve one of the wellness levels by September 29, 2023.**

*\*Only employees and spouses enrolled in one of medical plans are eligible for the FSA/HSA contribution.  
All participants are eligible for the quarterly raffle.*

**QUESTIONS? CONTACT MARQUEE HEALTH AT [MYREWARDS@MYWELLPORTAL.COM](mailto:MYREWARDS@MYWELLPORTAL.COM) OR 800.882.2109**



# MARQUETTE UNIVERSITY MY WELLNESS ACTIVITIES

OCTOBER 1, 2022 – SEPTEMBER 29, 2023

QUALIFYING WELLNESS ACTIVITIES	POINTS EARNED	FREQUENCY	SUBMISSION
Enroll in My Wellness Program	25	Once	Self-Verified
Annual PCP Visit	50	Once	Self-Verified
Complete Lab Work with PCP or Specialist	50	Once	Self-Verified
Complete a Telephonic or Email Coaching Program	50	Once	Admin Verified
Health Risk Assessment	25	Once	Self-Verified
Flu Shot	25	Once	Self-Verified
Spiritual Wellness	25	Max of 2	Self-Verified
Emotional Health Activity or Animo cCBT	25	Max of 3	Self-Verified
Wellness Challenge	25	Max of 4	Self-Verified
Preventive Care Visit	25	Max of 4	Self-Verified
External Wellness Experience	10	Max of 5	Self-Verified
Marquette Wellness Experience	10	Max of 10	Self-Verified
Marquee Health Webinar or Video	5	Max of 10	Self-Verified
8,000 Steps per Day	1	Daily (Max of 200)	Self-Verified
30 Minutes of Physical Activity Per Day	1	Daily (Max of 200)	Self-Verified

**EMPLOYEES AND SPOUSES ON THE MEDICAL PLAN MUST ACHIEVE ONE OF THE WELLNESS LEVELS BELOW BY SEPTEMBER 29, 2023 TO EARN THE MU FSA/HSA CONTRIBUTION IN 2024. ALL PARTICIPANTS MAY EARN QUARTERLY RAFFLE ENTRIES BY ACHIEVING ONE OF THE WELLNESS LEVELS BELOW.**

	CPHP Plan		AHDHP & EHDHP Plans		All Participants
	Employee Only FSA Contribution	EE + Spouse, EE + Child(ren) or Family FSA Contribution	Employee Only HSA Contribution	EE + Spouse, EE + Child(ren) or Family HSA Contribution	Raffle Entries
Level 1: 100 Pts	\$37.50	\$75.00	\$75.00	\$150.00	1 Entry
Level 2: 200 Pts	\$75.00	\$150.00	\$150.00	\$300.00	3 Entries
Level 3: 300 Pts	\$125.00	\$250.00	\$250.00	\$500.00	5 Entries
Level 4: 400 Pts	\$125.00	\$250.00	\$250.00	\$500.00	10 Entries
Annual Maximum	\$125.00	\$250.00	\$250.00	\$500.00	

## ENROLL IN MY WELLNESS PROGRAM

Enroll in the My Wellness program and earn 25 points!

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed one time.

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## ANNUAL PCP VISIT

Complete your annual visit with your Primary Care Physician to discuss your current health status. Exams completed between October 2022 – September 2023 will be accepted.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed one time.

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## COMPLETE LAB WORK WITH PCP OR SPECIALIST

Complete your annual bloodwork with your Primary Care Physician or at a lab.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed one time.

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## COMPLETE A TELEPHONIC OR EMAIL COACHING PROGRAM

Health coaching is available on a variety of topics such as nutrition, heart health, exercise, weight loss, sleep hygiene, and more! Each coaching program consists of four weekly sessions with your dedicated health coach. To enroll, call a Marquee Health Coach at 800.882.2109 or email [coaching@marqueehealth.com](mailto:coaching@marqueehealth.com) and reference Marquette University. The deadline to enroll in a program to be eligible for points is August 16, 2023 and you must complete all four sessions to qualify. Participants are welcome to continue engaging in a coaching program beyond the four sessions, but only four sessions are required to earn points.

### How to Earn Points:

The points will be uploaded to your My Wellness page by Marquee Health within 15 days of completing a telephonic or email health coaching program. This activity may be completed one time.

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## HEALTH RISK ASSESSMENT

To get started, log into [marquette.mywellportal.com](http://marquette.mywellportal.com), hover over the 'Health Tools' tab and select 'Wellness Assessment'. Select the 'Get Started' button to begin. Upon completion, select the green 'Submit' button to submit your answers and receive your personal health results.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed one time.

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## FLU SHOT

Complete your annual flu shot in the fall.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed one time.

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## SPIRITUAL WELLNESS

Participate in a spiritual wellness retreat or a Faber center program.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed monthly, for a maximum of two experiences per year.

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## EMOTIONAL HEALTH ACTIVITY OR ANIMO CCBT

You have access to an Employee Assistance Program (EAP) through Advocate Aurora, SilverCloud – an app for mental health resources or Animo cCBT - a computerized cognitive therapy platform to help you address mental health concerns. Engage with any of these programs to earn points!

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be completed monthly, for a maximum of three experiences per year.

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## WELLNESS CHALLENGE

Prior to the beginning of a new challenge, you will receive information about what the challenge entails, how to register and how to track your participation. All challenge-related activities will be tracked within the 'Challenges' page at [marquette.mywellportal.com](http://marquette.mywellportal.com).

### How to Earn Points:

The points will be uploaded to your My Wellness page by Marquee Health within 15 days of completing a wellness challenge. When offered, this activity may be completed up to four times per year.

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## PREVENTIVE CARE VISIT

Age or gender appropriate exams can include a dental exam, vision exam, mammogram, colonoscopy, prostate exam, skin cancer screening, or well woman visit.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes', enter the type of visit into the 'Notes' section and click 'Save' to see your points update immediately. This activity may be logged daily, for a maximum of four visits per year.

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## MARQUEE HEALTH WEBINAR OR VIDEO

To view a webinar or video, log into [marquette.mywellportal.com](http://marquette.mywellportal.com), hover over the 'Health Tools' tab, select 'Webinars' or 'Videos' and click the webinar/video you would like to view.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be logged weekly, for a maximum of ten webinars/videos per year.

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## EXTERNAL WELLNESS EXPERIENCE

Get involved in your community by joining a gym, attending a fitness class or competition, engaging in community service, or donating blood. On campus well-being related challenges such as the annual Go Move Challenge can also be tracked here.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes' and click 'Save' to see your points update immediately. This activity may be logged weekly, for a maximum of five events per year.

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## MARQUETTE WELLNESS EXPERIENCE

Participate in any of the fun wellness experiences offered through Marquette University – GROW with Marquette class, Innovation Kitchen, Group Fitness, Meditation, or Financial Wellness Classes.

### How to Earn Points:

Visit the My Wellness page at [marquette.mywellportal.com](http://marquette.mywellportal.com) and click on this activity. Change the dial from 'No' to 'Yes', enter the name of the event into the 'Notes' section and click 'Save' to see your points update immediately. This activity may be logged weekly, for a maximum of ten events per year.

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## 8,000 STEPS PER DAY

How many steps do you take each day? Make it your goal to achieve 8,000 steps!

### Manually enter daily steps:

Click on the 'My Wellness' tile on the homepage of your portal. Click on this activity and select the day you wish to log your activity within the 'Log Date' section. Select the '8,000 Steps or More' option and click 'Save'.

### Sync a compatible fitness device for automatic uploads:

1. In the 'My Wellness' page on [marquette.mywellportal.com](http://marquette.mywellportal.com), click the 'Profile' button in the Challenge Log toolbar.
2. Click the Sync Device button in the My Progress tab.
3. Use the drop-down list of Activity Trackers and select your personal device.
4. Click Authorize. You may need to disable your pop-up blocker.
5. Log in to your fitness device's website and authorize your device to be connected.
6. Click Save on your Profile.
7. The initial sync will take 24-48 hours to connect. Manually tracking activity for the first 48 hours is recommended.

### How to Earn Points:

The points will be awarded to your account after achieving 8,000 steps in a single day and manually entering that data or syncing a compatible fitness device. This activity may be completed daily, for a maximum of 200 points per year.

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## 30 MINUTES OF PHYSICAL ACTIVITY PER DAY

Employees may earn points for engaging in 30 minutes of physical activity per day. This can include activities like biking, swimming, fitness class, sport, hiking, gardening or any other activity that gets your blood pumping!

### **Manually enter physical activity:**

Select the day you wish to log your activity within the 'Log Date' section. Select the '30 Minutes or More' option and click 'Save'.

### **How to Earn Points:**

The points will be awarded to your account after manually entering your physical activity data. This activity may be completed daily, for a maximum of 200 points per year.

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## PROGRAM FAQs

### **Do my spouse and I need our own accounts?**

Yes! To track your own participation in the My Wellness program and be eligible for incentives, you and your eligible spouse must follow the directions on the first page of this guide to access your own personal account.

### **How do I track an activity more than once?**

When an activity can be self-verified more than once, you may change the date by selecting the Log Date calendar, choosing a date in a previous month/week/day, and then marking your completion following the steps within the activity description.

### **Why don't I receive my points right away for some activities?**

Certain activities must be administratively verified by Marquee Health for accuracy. Our team works as quickly and efficiently as possible to award points in a timely manner, however, it can take up to 30 days for activities to be reflected within your account.

### **Why is there a deadline to enroll in a coaching program?**

Each telephonic or email coaching program consists of 4 weekly sessions with your dedicated health coach. In order to complete your program before the My Wellness deadline, you must enroll by a certain date to allow enough time to complete the 4 sessions.