Spring 2017 Walk Across Campus Challenge

Boston College’s Walk Across Campus (WAC) is one of many HEALTHY YOU sponsored activities and the Spring WAC is scheduled to run from **Monday, April 3rd to Monday, June 5th, 2017**.

Over the last several years, the Walk Across Campus challenge has successfully promoted friendly competition while building solid camaraderie amongst peers throughout BC. The WAC has fostered a “community of walkers” year round, and once the challenge begins the campus fills with scores of walkers getting their steps in whenever they can. Our campus offers many areas to enjoy taking steps. For instance, when leaving from the 129 Lake building, 2 loops around Chandler Pond equals 2 miles, as does completing 1 loop around the reservoir when you leave from the front of the Rec Plex.

The Spring WAC is a team challenge and if you do not already have a team, you can join any available team (instructions regarding how to join a team are listed in the following pages).

Once you’ve created your account and signed up for the challenge, lace up and get moving!

Please join us for the WAC kickoff on Monday, April 3rd, details TBD due to construction on campus.

**Get Started:**

Detailed instructions regarding how to complete the steps below are included in the following pages. Simply click the step you wish to see and it will hyperlink to that section.

**Step 1: Create a NEW Harvard Pilgrim Wellness Account**

We appreciate your feedback and have revised the sign-up process. For the Spring WAC, EVERYONE, regardless of your insurance, can access the challenge through a single sign-on page. Instructions with screenshots are included. Please review these instructions to create your new wellness account.

**Step 2: Connect your step tracking device to your Harvard Pilgrim Wellness account**

Please connect your step tracking device. Even if you have connected your device for previous challenges, please connect it again for the Spring 2017 WAC and allow 24 hours for your data to sync.

**Step 3: Sign Up for the Challenge**

Once you sign into your wellness account you will see your Dashboard. Please scroll to the challenge section and click the red Sign Up button.

**Fitbits**

Boston College will subsidize a Fitbit for you if you are new to the program. Returning participants are encouraged to use the Fitbit provided for previous challenges. Fitbit distribution dates will be communicated in March.

**Need help?** Harvard Pilgrim’s Wellness Services is available Monday – Friday, 9am – 5pm. You can contact Wellness Services at (877) 594 - 7183 or by email at HPWellness@harvardpilgrim.org.
**STEP 1: How to create a Harvard Pilgrim Wellness Account**

1.) Visit [www.harvardpilgrim.org/wellnessaccount](http://www.harvardpilgrim.org/wellnessaccount) and either log in with your HPHConnect account username and password, or see instructions below, to create a new HPHConnect account (If you forgot your username or password you can select forgot username or password)

You will be required to accept the Terms of Use for the site and fill out a brief Profile summary. Once complete, your Dashboard will appear and you can Sign up for the WAC and connect your Fitbit or step tracking device.

**Need to Create a HPHConnect Account?**

Visit the site listed above and determine which scenario applies to you:

a. Are you a Harvard Pilgrim member through Boston College? If so, click **Create Member Account** and proceed to the next page to follow instructions.

   OR

b. Are you eligible to participate in the wellness program being offered by Boston College – but NOT a Harvard Pilgrim member through Boston College? If so, click **Create Guest Account** (scroll down to page that includes instructions to create your guest account).
Creating a Harvard Pilgrim Wellness Account as a MEMBER

*If creating an account as a Harvard Pilgrim Guest, proceed to those instructions on the next page.

2.) Enter your Harvard Pilgrim Member ID (from your Member ID card), Date of Birth and click, ZIP Code, and click Continue. You will also need the last four digits of the subscriber’s Social Security Number and ZIP Code to verify your identity.

3.) Follow the remaining prompts to create a username and password. Once you see the following screen, close the browser.

4.) Visit www.harvardpilgrim.org/wellnessaccount and bookmark this page for future use.

5.) Use your HPHConnect username and password to start the process of creating your wellness account.

6.) You will be required to accept the Terms of Use for the site and fill out a brief Profile summary. Once complete, your Dashboard will appear and you can Sign up for the WAC and connect your Fitbit or step tracking device.
Creating a Harvard Pilgrim Wellness Account as a GUEST

Follow these instructions to create a guest HPHConnect account (if you are not currently a Harvard Pilgrim member through Boston College). **You will not need to perform 3 through 13 for future challenges.**

2.) Enter code “C10013”, check the box next to I’m not a robot, click **Validate Program Code**

3.) Select you are an employee and click **Next**

4.) Fill out your personal information and click **Next**.

5.) Fill out HPHConnect guest account information and click **Next**.
6.) Create Username and Password and click **Submit**.

7.) You have successfully created your HPHConnect guest account, you must click **Log into HPHConnect now** to finish creating your wellness account.

8.) Click **LOG IN NOW**.

9.) Enter the Username and Password you created and click **LOG IN**

10.) Click **Access my wellness account**.
11.) Terms of Use will appear, scroll to the bottom and select **Accept** and click **Continue**.

**Terms of Use Update**

I accept the Terms of Use and Privacy Policy

- [ ] Accept
- [ ] Decline

**Continue**

12.) You will be prompted to set up your Profile information on your wellness account. This is a one-time only step. Please fill in all required information and click **Save**.

14.) Your wellness account Dashboard will appear. You can Sign Up for the challenge and connect your Fitbit or other step tracking device.

**PLEASE NOTE:**

Once your account has been created, please bookmark the site: [www.harvardpilgrim.org/wellnessaccount](http://www.harvardpilgrim.org/wellnessaccount), so you can easily return to use your wellness account.

Please contact Harvard Pilgrim’s Wellness Services, if you need assistance,
Monday – Friday, 9am – 5pm at **877.594.7183** or by email at **HPWellness@harvardpilgrim.org**.
STEP 2: How to Connect your Fitbit (or other Step Tracking Device) to Your Wellness Account

If you have a new Fitbit or other step tracking device, first activate your device through the device’s application before you connect it to your wellness account.

Once activated, connect the device to your wellness account by following these instructions:

1.) Log in to your wellness account by visiting www.harvardpilgrim.org/wellnessaccount.

2.) From your Dashboard, click Connect A Device.

3.) Under the Add section, select the device or app you would like to connect. Then click Connect.
4.) After clicking Connect, your Application’s Dashboard will appear. Enter the log in credentials you created when you downloaded the Fitbit app (or other device’s app). By entering your device’s login information, you are allowing Harvard Pilgrim’s wellness site to have access to your device’s information.

[Image of Log in window]

5.) Once the Fitbit is connected, it will appear in the Connected section. **Note:** For the first 24 hours it will say “Last download: never” because it can take up to 24 hours to capture the initial sync.

[Image of Connected section]
How to Configure Your Fitbit with Your Wellness Account

When connecting your Fitbit device, a pop-up will appear. Fitbit’s pop-up will allow you to deselect options before allowing the device to be connected to the wellness site.

While you may limit what your Fitbit shares with the wellness site, there are 3 required fields to select. To have ONLY steps connect to the wellness site, you must select **Fitbit devices and settings, activity and exercise and profile**.

If a participant does not select Profile, authorization will fail and no data will be captured to appear in your wellness account.

Please contact Harvard Pilgrim’s Wellness Services, if you need assistance, Monday – Friday, 9am – 5pm at **877.594.7183** or by email at **HPWellness@harvardpilgrim.org**.
STEP 3: How to Sign up for the Walk Across Campus Challenge

The following contains sample information of how the screen will appear when you sign up for the challenge.

1.) Log in to your wellness account by visiting www.harvardpilgrim.org/wellnessaccount

2.) From your Dashboard, under the Challenges section click Sign up

3.) A pop up will appear with a summary of the challenge, please read the description, under My Team click the drop down and select the team you will join then click Sign up Now

4.) Once signed up, a countdown of when the challenge begins or progress in the challenge will appear on your Dashboard.

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