

## Quick Reference: ReadySet for Employment Candidates & Non-Employees

ReadySet gives employment candidates, contractors and volunteers' access to their unique, protected data from almost any internet connected computer or mobile device.

### Logging On

1. Open your internet browser
2. Enter <https://nationwidechildrens.readysetsecure.com>
3. Select the **New User? Click Here to Begin** link if you do not have a Username
4. In the correct fields, enter your **First Name, Last Name and Date of Birth**
5. Enter 2347 in the **Access/Org Code** field
6. Create a password

The screenshot shows the login interface. A red box labeled '4' points to the Username and Password fields. A red box labeled '3' points to the 'New User? Click Here to Begin' link. The 'Retrieve Your Username' section contains fields for First Name, Last Name, Date of Birth, and Access/Org Code. There are also links for 'Forgot Username?' and 'Forgot Password?'.

Your password must be 8-30, characters long and contain at least 1 upper case, 1 lower case, and at least 1 special character of the following !, @, \$, %

### Account Set Up

You must complete your account set up so you can retrieve your username and password if you forget them.

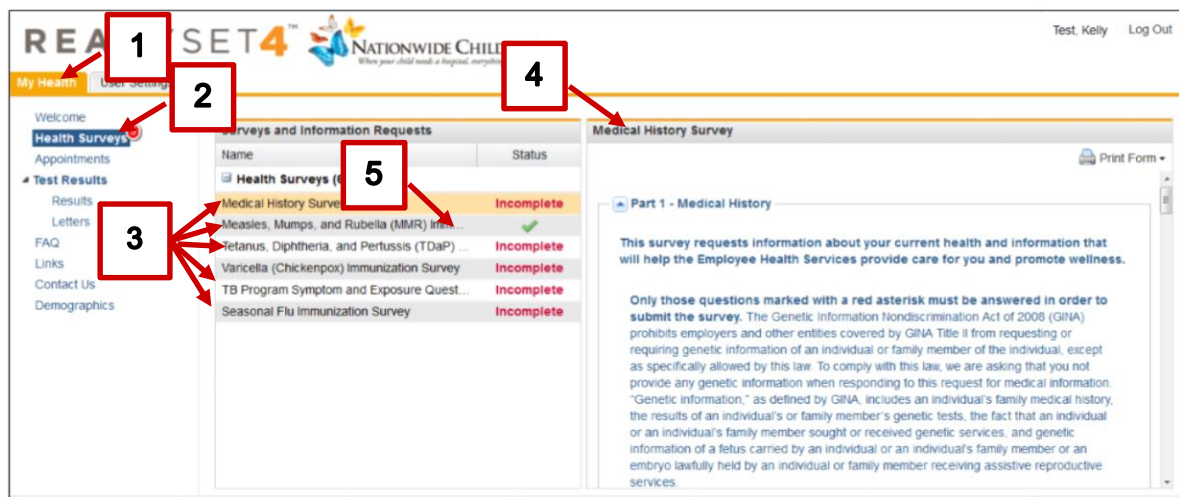
1. Select the **User Settings** tab
2. Select **Personal Information** on the left
3. Complete all the fields with a red star \* after the field name
4. Select **Update**
5. Select **Security Questions** on the left
6. Select the down arrow beside the first **Security question** drop down box
7. Enter an answer to the security question in the **Answer** field
8. Repeat the process for the next 2 **Security question** and **Answer** fields
9. Select **Update**

The screenshot shows the 'User Settings' page with the 'Personal Information' tab selected. Red boxes with numbers 1 through 4 point to the 'User Settings' tab, the 'Personal Information' link in the left sidebar, the form fields (First Name, Last Name, Suffix/Credentials, Email, Confirm Email, Date of Birth), and the 'Update' button respectively.

The screenshot shows the 'User Settings' page with the 'Security Questions' tab selected. Red boxes with numbers 5 through 9 point to the 'Security Questions' link in the left sidebar, the first security question dropdown menu, the answer field for the first question, the answer fields for the second and third questions, and the 'Update' button respectively.

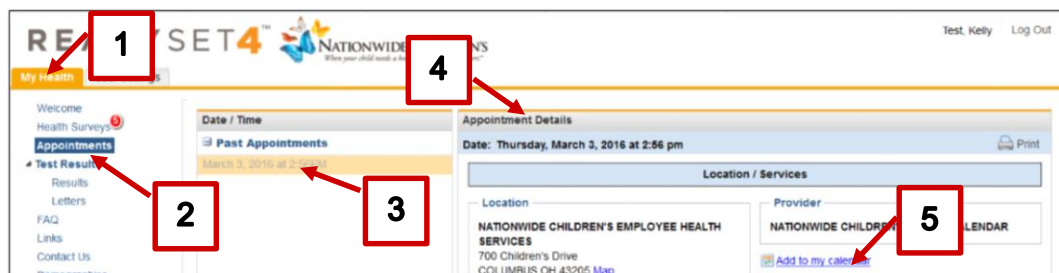
## Complete your Health Survey

1. Select the **MyHealth** tab if necessary
2. Select **Health Surveys** in the left pane
3. Select a health survey from the **Surveys and Information Requests** pane
4. Answer the questions for that survey in the **Medical History Survey** pane on the right
5. A green check will appear in the **Status** column when the selected Health Survey is completed
6. Complete each health survey until all the surveys have a green check in the **Status** column



## View Employee Health Appointments

1. Select the **MyHealth** tab if necessary
2. Select **Appointments** from the left pane
3. Select the Appointment you want to view in the **Date/Time** pane
4. View the **Appointment Details** on the right
5. If you want to add the appointment to your calendar, select the **Add to my calendar** hyperlink



## Print Your Medical and Vaccination Records

You can view and print your entire medical and vaccination records, or you can print them individually.

### Print Individual Vaccination Record

1. Select the **MyHealth** tab if necessary
2. Select **Results** from the left pane
3. Select the vaccination you would like to print from the **Results** pane
4. Select **Print**



### Print your entire Medical/Vaccination Record

1. Select the **MyHealth** tab if necessary
2. Select **Results** from the left pane
3. Select what you would like to view or print from the **Records** section
  - To print your vaccinations only, select **Vaccinations and Certifications only**
  - To print your complete medical records, select **Complete Medical Records**
4. The PDF document will open on your computer
5. The document can be printed after opening



## Finding Health Information

The **FAQ**, **Links** and **Contact Us** links contain useful health information.

1. Select the **MyHealth** tab if necessary
2. Select the link you would like to view from the left pane
  - **FAQ**: information related to many common infectious diseases, Health and Safety information, etc.
  - **Links**: common VIS (Vaccine Information Statements) which provide more information about the vaccinations related to these diseases
  - **Contact Us**: contact information for the Employee Health Clinic

## Change Personal Information

Non-Employees can manage their demographic information and password.

### Demographics

1. Select the **MyHealth** tab if necessary
2. Select **Demographics** from the left pane
3. In the **Demographics** pane, select the tab with the information you would like to update
4. Select **Update** after you make the change

### Change Your Password

1. Select **User Settings**
2. Select the **Password** link in the left pane
3. Enter your **Current Password**
4. Enter your **New Password**
5. In the **Verify Password** field enter your new password again
6. Select **Update**