HOW TO: USE
THE MY HEALTH WELLNESS PORTAL

Welcome to the City’s My Health tracking website, powered by Propel. In this document you will find screenshots on how to use the site and track your progress in My Health. In order to track your progress, let’s run through the requirements of the program:

- Complete Annual Screening
- Be Physically Active
- Complete education quarterly
- Manage any chronic conditions with your health educator

First, you’ll need to log in to the system: www.cokmyhealth.com

Questions: You can reach out to Propel’s Portal Support, Monday – Friday, 9am to 6pm ET, by calling (888) 339-4131. You can also email your questions to: support@PropelWellness.Zendesk.com.

Track, Learn, Achieve, Engage

Track – Where you record your physical activity

Learn – Complete Quarterly health education

Achieve – Review your progress in meeting the My Health Wellness Requirements

Engage – Challenge your coworkers to competitions
To **track Physical Activity**, click on the **Track** tab.

If you have a Fitbit or other device/app to connect, click on **Sync Devices and Applications**.

**For Fitbit Devices:**

**STEP 1:** If you have a Fitbit, check the box to **agree to Device and App Integration Policy**, and then click "Connect to Fitbit".

**STEP 2:** A new box will open, and you will need to **sign into** your Fitbit account.

**STEP 3:** You’re connected. Skip to Page 5 to learn how to view your activity.
For all other Applications:

If you use something other than Fitbit, or if you use an app to track your activity, you’ll sign in through RunKeeper.

**STEP 1:** Check the box to agree to Device and App Integration Policy, and then click “Connect to RunKeeper”.

**STEP 2:** A new box will open, and you will need to either Log In or Sign Up with RunKeeper.

**STEP 3:** Go into [www.runkeeper.com](http://www.runkeeper.com) to connect your other tracking device or app to Runkeeper.
Manually enter your activity:

**STEP 1:** Click on **Tracker Dashboard**. Then Click **Entries**.

**STEP 2:** Select the date and type of activity that was performed. For **activity measure**, enter the number of **minutes**.

**STEP 3:** After entering your activity or syncing your device, click **View Activity** to see your progress.
To complete your Quarterly Education requirement, click on the Learn tab.

Step 1: Choose from one of 10 different topics

Step 2: Read the article. Click the arrow for each section.

Step 3: Take the quiz.

Note: You must pass with 100% to get credit. If you don’t get 100% the first time, just take it again.
After completing your physical activity and quarterly education, you can check that your requirement was met by going to the Achieve tab.

When a requirement has been met, you’ll see a green checkmark.

Click the arrow to show requirements for Quarterly Education, Physical Activity, and Health Coaching.

It’s easy to see if you are missing a My Health requirement.

You can join challenges through the Engage tab, or start a challenge for you and your coworkers.

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