

The Small Steps to Health and Wealth™ (SSHW) Challenge Online User's Guide

- ◆ Start off by downloading and reviewing the SSHW Challenge FAQs. Keep this document handy because it will answer many of your questions about the daily Challenge activities and the SSHW Challenge Web site. The link is: <http://njaes.rutgers.edu/sshw/challenge/challenge-faq.pdf>.
- ◆ Go to the Web site <http://rutgers.ancc.net> or link to the online SSHW Challenge from the SSHW Web site <http://njaes.rutgers.edu/sshw> and click on “SSHW Online Challenge.”
- ◆ Click on **Register an Account** if you are a new user or **My Account** if you already have an account set up and want to 1. Edit your account information, 2. Register for a specific Challenge that you are not already enrolled in, or 3. Add data for a Challenge that you are currently enrolled in.
- ◆ When setting up a SSHW Challenge account for the first time, keep track of your username and password. Write them in the spaces below and then click on **Create an Account**.

Username: _____
Password: _____

- ◆ Once you have registered a username and password, go back to the home page and click on **My Account**. Enter your username and password and click OK. [**Note:** There is a link above the space for your password to click on if you have forgotten it. Your password will then be sent to you via e-mail].
- ◆ On the **My Account** page, there are two options: **Edit My Account** and **My Challenges**. Click on **Edit My Account** to make any changes to the information that you provided when you first registered an account.
- ◆ To enroll in a Challenge, go to **My Account**, **My Challenges**, and **Enter a New Challenge**. Then click on the Challenge that you are enrolling in from the list of available Challenges. The link for a specific Challenge should have been set up by someone granted administrative rights to the SSHW Challenge Web site’s “back office” features.
- ◆ Click on **My Challenges** to make entries for Challenges that you are taking part in. [**Note:** Challenges are generally set up so users cannot participate more than 7 days after they begin or add data more than 7 days after a specific date; e.g. April 8 for points reported for April 1].
- ◆ Check the boxes for the daily activities that you performed (e.g., exercising at least 30 minutes per day and tracking spending). You will then see totals for each day (bottom of each column) and each week (end of each row). Challenges are generally limited to 100 points per day: 10 points for 10 activities.
- ◆ Click **Save Changes** and you will see a bar chart with your points for each day in green and the average of points for other people who entered data in pink. This screen will also indicate that your changes have been successfully saved.

Again, if you have questions about the activities that count for points in the SSHW Challenge, how to perform the recommended daily activities, or how to navigate the Web site, see the SSHW Challenge Frequently Asked Questions (FAQs) at <http://njaes.rutgers.edu/sshw/challenge/challenge-faq.pdf>.