



Employee **Start!** Walking Program - Register and Activity Entry



Step #1 – Submit a completed participation waiver to your dept H.R. Liaison.



Step #2 – Register on-line at <http://www.mystartonline.org>

- Select First Time Registration – and enter your personal information
 - **IMPORTANT!** Click on Search for company link
 - A gray window will appear; type **City of San Jose** in the small white field and click on search. Click again on THE CITY OF SAN JOSE link when it appears and our organization’s name and zip code will be entered for you.
 - **IMPORTANT!** You must correctly enter your department’s designation to be counted among the participants. Please enter only the department designations shown in the table here:

| | | | | | |
|-----------------|----------|---------|------|---------|---------|
| Airport | Attorney | Auditor | CAE | Clerk | CMO |
| Council - Mayor | | DOT | ESD | Finance | Fire |
| GS | Housing | HR | IPA | IT | Library |
| OED | PBCE | Police | PRNS | PW | RET |

- Enter and confirm a password for your personal use to access the website and record your walking steps or other activity.
- Enter your height and weight in the Health Info fields; this is a mandatory field which creates the opportunity for you to use the customized activity calorie burner.
- You must check the first box in the Preferences section. This allows the employee Wellness Coordinator to see your name, department, email address, and physical activities on a report for determining overall steps by department. However, **no one from the City will receive your health information. (i.e. weight or height)**
- The next two boxes are your choice if you wish to receive additional info about sponsor offers or a quarterly newsletter from the American Heart Association on wellness topics.
- Read and agree to the Terms of Use and Community Guidelines.
- Submit your information.



Step #3 – Start walking!

(over)

(continued)



Step #4 – To enter your physical activity, return to:

<http://www.mystartonline.org>

- Log-in with your e-mail address and the password you created when you registered.
 - Use the **MyStart! Tracker** tab and click on **Activity Diary**.
 - You'll see a drop-down menu in the upper left portion of the page that defaults to walking but has additional activity types available. Select your activity.
 - Select the date and record your steps. Click on convert steps to miles, select intensity and save activity. The data will be stored in weekly increments.
 - If you didn't use a pedometer to track steps or your miles, you can use the interactive map to obtain this information and then enter it.
 - The site has additional resources to help you with your health and wellness goals; there is a nutrition diary where you can record your intake of food and see how it converts to different nutritional components and a tab for additional supportive resources.
 - Click on the Company Scoreboard to see how City of San José employees rank against other organizations taking the walking challenge and also see the number of average steps taken by our employee participants.
- **FIRST challenge session (4 weeks only), March 2nd – March 27th, 2009**
- 2nd challenge session (3 calendar months), April 1st thru June 30th, 2009
- 3rd challenge session (3 calendar months), July 1st thru Sept 30th, 2009
- 4th challenge session (3 calendar months), October 1st thru Dec 23rd, 2009
- 5th challenge session, (3 calendar months), January 4th thru March 31st, 2010

