How to Enroll Into A Wellness Workshop

In 3 Easy Steps

1. From the homepage/dashboard at http://bit.ly/Alyfe, click on the navigation link My Wellness Workshops and then My Workshops.

2. Find and select your desired workshop from the list of workshops under the ADD tab and click Signup.

3. To start your selected workshop, click on workshop that is listed under the ACTIVE tab.

In the right column you will see the information for the week you are currently active in as well as the date range during which the current week’s workshop tasks should be completed. You will also find a description of the workshop.

In the left column you will find your weekly workshop tasks. Clicking on each of these tasks will open the task with instructions for completing the specific item. Once you have finished reading the article or completing the task, click the close button at the bottom of the page. Tasks will turn red when they are overdue, if you have not completed the tasks within the week timeframe.

You can also gain access to your workshop to-do/task list on your dashboard/homepage under MY TO DO LIST.

If you would like to reach a member of the Be Well UC Team, please email wellness@uc.edu. If you need assistance or help with using the Alyfe Wellbeing portal, please contact Alyfe via email at bewelluc@alyfewellbeing.com or by phone (844) 384-0500.
You may also do the following:

**Remove Active Workshops:** Active workshops can be removed at anytime, however after the workshop is removed you must start from the beginning week if you re-enroll in the same workshop. Click on Options, and the click on Remove.

**Reset Active Workshop:** Active workshops can be reset at anytime, this will bring you to the beginning of the first week to be completed once again. Click on Options, and then click on Reset.

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### Workshop Queue

**Removing Workshops:** Workshops can be removed from the queue by clicking on the Remove hyperlink.

**Adjusting Workshop Order:** The order the workshops are in the queue can be adjusted by dragging and dropping each workshop or by clicking on the up/down arrows in front of each workshop name.

### Concurrent Workshops

You may enroll in up to three workshops simultaneously. All other workshops you must add to your Workshop Queue to be completed after you have finished with any workshops that are currently in progress. Workshops in your queue will begin automatically after you finish a workshop.

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