

Healthy For Life Challenge 2019

Target Solutions Instructions

Tracking Results

Points will be tracked in Target Solutions on a weekly basis for 6-weeks. Participants will “self-assign” the appropriate “H4L Activity” each week, then enter their results.

After entering results in Target Solutions make sure to click the **GREEN** “*Submit as Complete*” button at the bottom of the web-page. Participants do not need to log into Target Solutions every day. Use the H4L Daily Tracking Sheet and submit weekly results the following week (e.g. submit Week 1 results following Week 2).

1. Log-in to your [TargetSolutions](#) account after the challenge week begins.
2. Choose your personal **Home** tab (TargetSolutions defaults to this page when you log-in)
3. Select **Self-Assign** along the left
4. Type **H4L** in the search field
5. Click on the activity you want – ie, **Wellness Challenge-H4L Week 1**. For weekly bonus points, complete **H4L BONUS POINTS** each week. (There a total of six H4L Weekly Activities & six H4L Bonus Activities)
6. a. Save Changes until you’re ready to submit – gray button located at the bottom of the Activity screen, or
b. Submit as Complete - green button located bottom of the activity screen

1. Log-in to your [TargetSolutions](#) account after the challenge week begins.



2. Choose your personal **Home** tab (Target Solutions defaults to this page when you log-in)

The dashboard is divided into several sections:

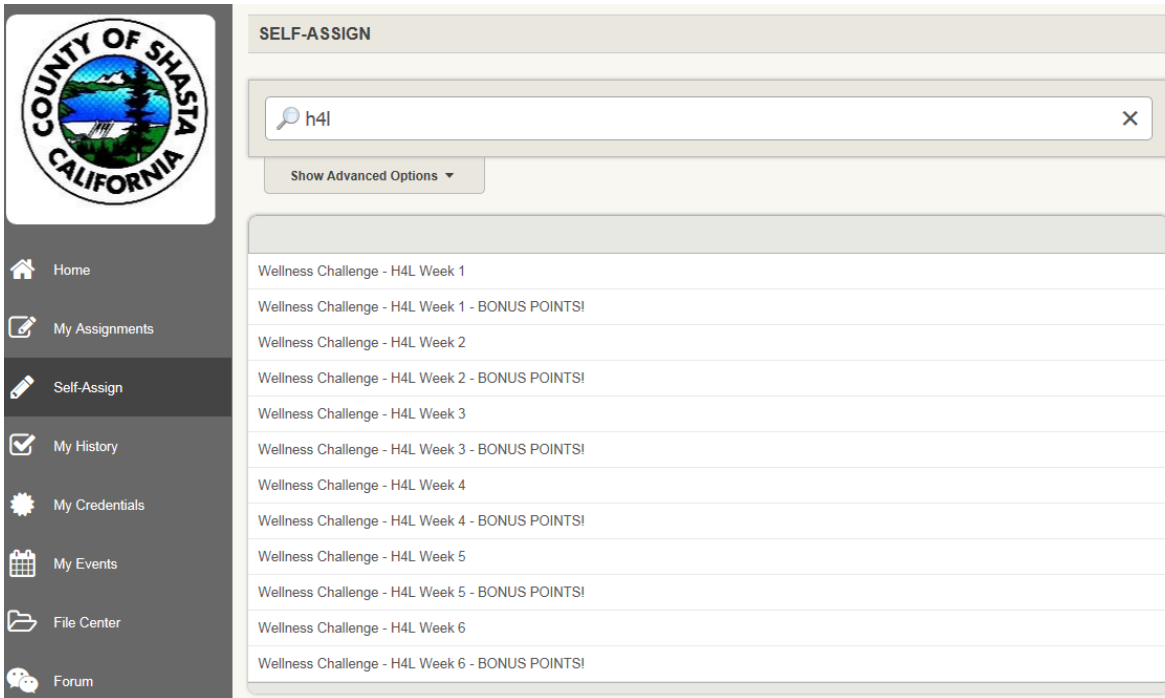
- Sidebar:** Home, My Assignments, Self-Assign, My History, My Credentials, My Events, File Center, Forum.
- Schedule:** A table listing events with columns for NAME and DUE DATE.

NAME	DUE DATE
QI 101: Quality Improvement in Public Health Event	Jan 30, 2019
Emotional Intelligence Event	Feb 28, 2019
TS Academy Session 3: Building Custom Activities Assignment	
TS Academy Session 6: Managing Your Reports Assignment	
- Calendar:** A calendar for January 2019 showing dates from Sun to Sat.
- Bulletin Board:** Contains announcements:
 - SECURITY TRAINING:** Information Technologies security training courses include several modules to assign! There are different courses required for different employee groups. Click [here](#) for a guide to assigning these courses.
 - Shasta County Employee Assistance Program:** Free, confidential resources are available to all employees and their family members. [Go to ACI Landing Page](#)
 - For a large selection of information and resources, access the [EAP Resource Affinity Online](#)
 - Username: Shasta Password: aci
 - Questions? Contact Rebecca Blair at 225-5191 or rblair@co.shasta.ca.us

3. Select **Self-Assign** along the left

4. Type **H4L** in the search field

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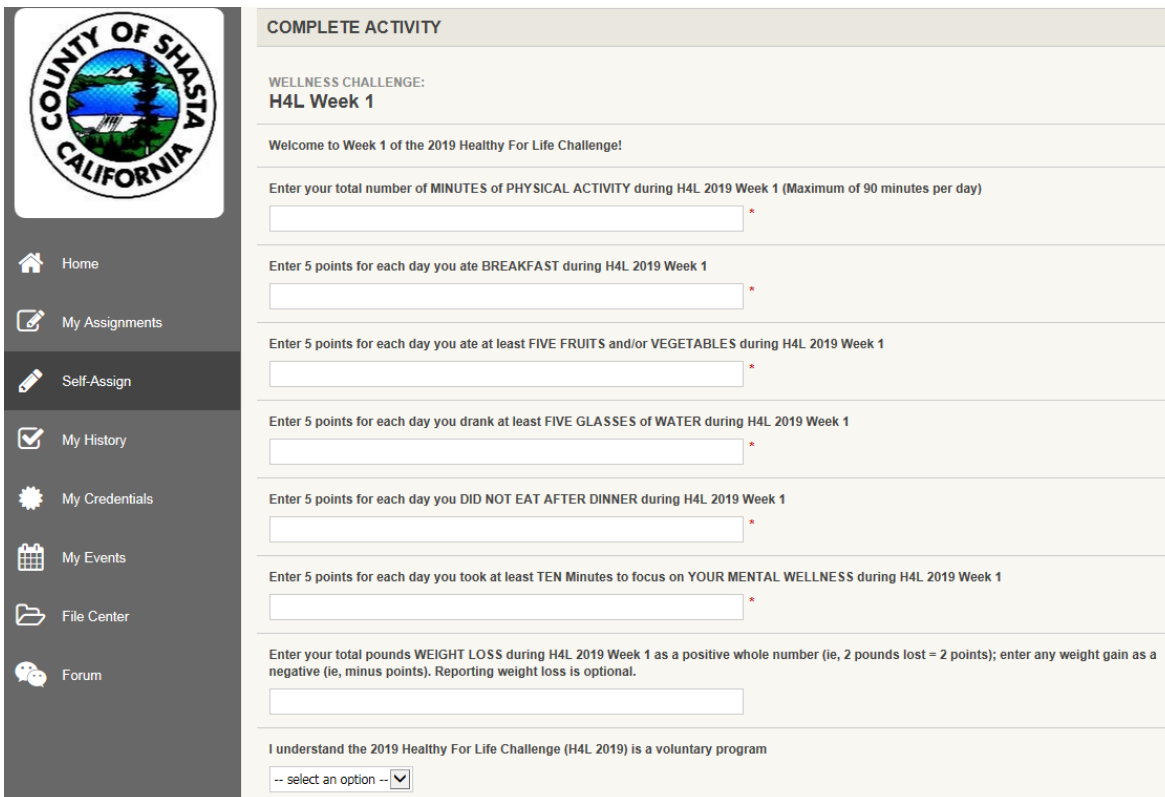


SELF-ASSIGN

h4l

Show Advanced Options ▾

- Wellness Challenge - H4L Week 1
- Wellness Challenge - H4L Week 1 - BONUS POINTS!
- Wellness Challenge - H4L Week 2
- Wellness Challenge - H4L Week 2 - BONUS POINTS!
- Wellness Challenge - H4L Week 3
- Wellness Challenge - H4L Week 3 - BONUS POINTS!
- Wellness Challenge - H4L Week 4
- Wellness Challenge - H4L Week 4 - BONUS POINTS!
- Wellness Challenge - H4L Week 5
- Wellness Challenge - H4L Week 5 - BONUS POINTS!
- Wellness Challenge - H4L Week 6
- Wellness Challenge - H4L Week 6 - BONUS POINTS!



COMPLETE ACTIVITY

WELLNESS CHALLENGE:
H4L Week 1

Welcome to Week 1 of the 2019 Healthy For Life Challenge!

Enter your total number of MINUTES of PHYSICAL ACTIVITY during H4L 2019 Week 1 (Maximum of 90 minutes per day)

Enter 5 points for each day you ate BREAKFAST during H4L 2019 Week 1

Enter 5 points for each day you ate at least FIVE FRUITS and/or VEGETABLES during H4L 2019 Week 1

Enter 5 points for each day you drank at least FIVE GLASSES of WATER during H4L 2019 Week 1

Enter 5 points for each day you DID NOT EAT AFTER DINNER during H4L 2019 Week 1

Enter 5 points for each day you took at least TEN Minutes to focus on YOUR MENTAL WELLNESS during H4L 2019 Week 1

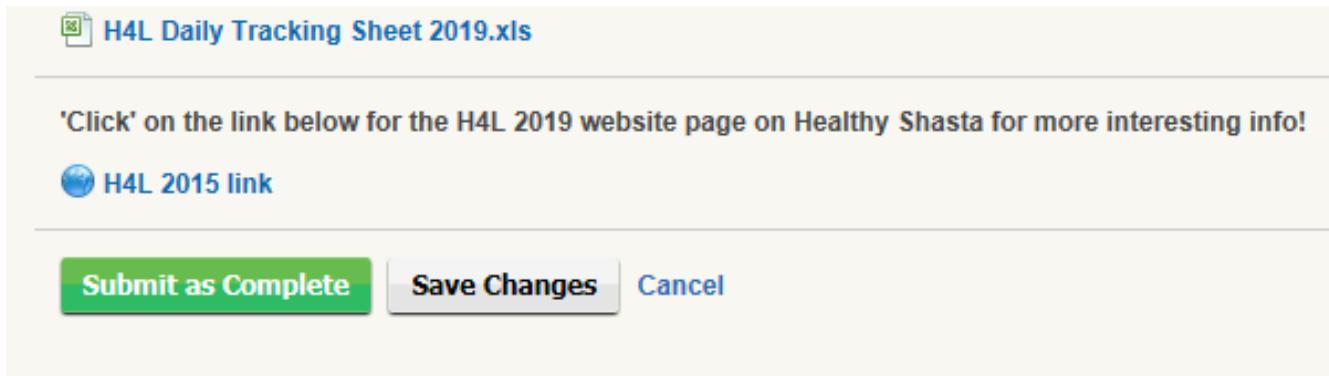
Enter your total pounds WEIGHT LOSS during H4L 2019 Week 1 as a positive whole number (ie, 2 pounds lost = 2 points); enter any weight gain as a negative (ie, minus points). Reporting weight loss is optional.

I understand the 2019 Healthy For Life Challenge (H4L 2019) is a voluntary program

-- select an option -- ▾

6. a. Save Changes until you're ready to submit – gray button located at the bottom of the Activity screen, or

b. Submit as Complete - green button located bottom of the activity screen



The screenshot shows a light beige background with a horizontal line. At the top left, there is a small green icon of a document with a grid, followed by the text "H4L Daily Tracking Sheet 2019.xls" in blue. Below this, there is a line of text: "'Click' on the link below for the H4L 2019 website page on Healthy Shasta for more interesting info!". Underneath that, there is a blue globe icon followed by the text "H4L 2015 link". At the bottom, there are three buttons: a green button with white text "Submit as Complete", a gray button with black text "Save Changes", and a blue text link "Cancel".