



ReadySet - New Resident Self Registration

Introduction

Welcome to Marshfield Clinic Health System. We are excited to have you join our team. We strive to provide a smooth and expedient onboarding experience. Please follow the instructions below to register for our employee electronic health record.

Access MyHealth Webpage

1. Go to <https://marshfieldclinic.readyssetsecure.com>
2. Click **New User? Click here to Begin.**

The screenshot shows the Marshfield Clinic login page. At the top is the Marshfield Clinic logo. Below it are two input fields: 'Username: *' and 'Password: *'. A 'Login' button is positioned below the password field. A prominent blue button with a red border reads 'New User? Click Here to Begin'. Below this are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom right, there is a 'Secure' indicator with a lock icon.

3. In **Access/Org Code**, enter **2387**.
4. From **Program Type** drop down, select **New Hire**.
5. Enter captcha code. Click **Next**.

The screenshot shows the 'Register with ReadySet' page. The title is 'Register with ReadySet'. Below it is the instruction: 'Step 1 of 5: Please enter your code and program type to begin.' A paragraph explains that the system collects and stores Personal Health Information protected by law. Below this, it states that the Access/Org Code is a unique ID number for the organization. The form contains three fields: 'Access/Org Code: *' with the value '2387', 'Program Type: *' with a dropdown menu set to 'New Hire', and 'Type the code below: *' with the value 'e3w72'. A 'Refresh Code' button is next to the captcha field. Below the captcha is a visual representation of the code 'e3w72' with a handwritten checkmark. At the bottom right are 'Next' and 'Cancel' buttons.



- 6. Enter **First Name**, **Last Name**, and **Date of Birth**.

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *

Last Name: *

Date Of Birth: *

Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): *

- 7. In **Employee ID** field, enter date of birth.
Note: New residents will not yet have an employee ID and must enter date of birth in this field.

- 8. In **Last 4 of SSN**, enter the last four digits of social security number.
Note: New residents without a social security number should enter **0000**.

- 9. From **Population Type** drop down, select **New Hire**.

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *

Last Name: *

Date Of Birth: *

Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): *

Last 4 of SSN: *

Population Type: *

Home Address: *

City: *

State: *

Zip: *

Previous Next Cancel

- 10. In the appropriate fields, enter home address, city, state and zip code.
Note: New residents with a non-U.S. home address should enter their address in **Home Address** and **City** fields, but must select **Wisconsin** from **State** drop down.

- 11. Click **Next**.

Register with ReadySet

Step 2 of 5: Please enter the information below.

First Name: *

Last Name: *

Date Of Birth: *

Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): *

Last 4 of SSN: *

Population Type: *

Home Address: *

City: *

State: *

Zip: *

Previous Next Cancel



- 12. From **Gender** drop down, select gender.
- 13. In **Phone** field, enter personal phone number. In **Email** field, enter personal email address.
- 14. Click **Next**.

Register with ReadySet

Just need a little more information.

Gender: * Female
 Phone: * (715) 000-0000
 Email: * katie@test@personalemail.c

Previous Next Cancel

- 15. Verify previously entered information. Click **Next**.

Register with ReadySet

Step 3 of 5: Please confirm the information below, or click on "Previous" to go back to correct the information.

First Name: Katie
 Last Name: Test
 Date Of Birth: 11/01/1992
 Employee Id (Employees must enter Employee ID. Others may enter full date of birth MMDDYYYY): 11011992
 Last 4 of SSN: 0000
 Population Type: New Hire
 Home Address: 1000 Oak Ave
 City: Marshfield
 State: Wisconsin
 Zip: 54449
 Gender: Female
 Phone: (715) 000-0000
 Email: katie@test@personalemail.com

Personal Health Information is protected by law. By clicking "Next" you are certifying that the information above is accurate and true.

Previous Next Cancel

- 16. In **Username**, create and enter username.
- 17. In **Password** field, create password. In **Verify Password**, re-type password.
- 18. In **Email Address** field, verify email address.
- 19. Click **Next**.

Register with ReadySet

Step 4 of 5: Setup your username and password.

The Username is what you enter to log-in to the system, along with your password. Usernames must be between 5 and 30 characters

Username: * katie

Password must be 8 to 30 characters in length, and must contain at least 1 upper case character, 1 lower case character, 1 number, and one of the following: ! @ # \$ % ^ & * ()

Password: * [masked]
 Verify Password: * [masked]

The email address below will be used if you forget your username or password.

Email Address: * katie@test@personalemail.com

Next



20. From **Security question** drop downs, select desired question.
21. In **Answer** fields, enter appropriate answers.
22. Click **Finish and log me in!**

Register with ReadySet

Last Step: Set up your security questions.

Please select three security questions and provide answers to each one. These will be used to verify your identity in the event that your password needs to be reset.

Security question: * What is the name of the last highschool you attend

Answer: * Book

Security question: * What is the first name of your best friend?

Answer: * Friend

Security question: * Select a security question...

Answer: *

Finish and log me in!

Employee Health Department

Office hours M-F 8:00am - 5:00pm

715-387-7081 or ext. 77081

715-389-5505 (fax)

employeehealth@marshfieldclinic.org