

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.

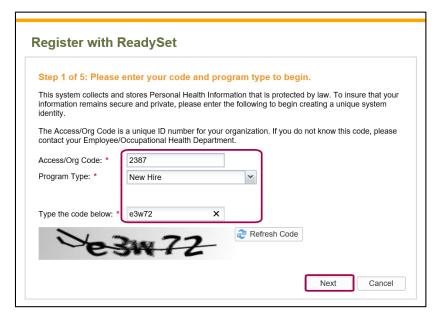
Access My Health Webpage

- 1. Go to https://marshfieldclinic.readysetsecure.com
- 2. Click New User? Click here to Begin.



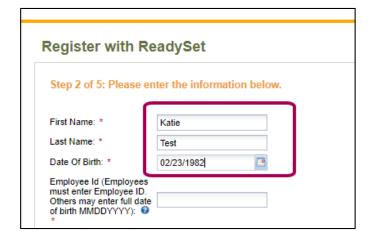
- 3. In Access/Org Code, enter 2387
- 4. From **Program Type** drop down, select **New Hire.**

5. Enter captcha code. Click Next.





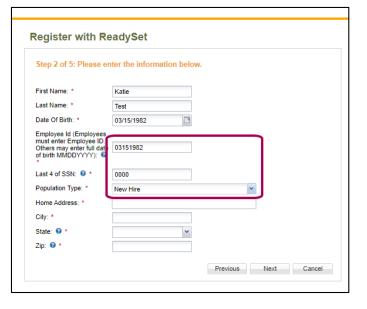
6. Enter First Name, Last Name, and Date of Birth.



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.

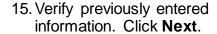
- In Last 4 of SSN, enter the last four digits of social security number. Note: New residents without a social security number should enter 0000.
- 9. From **Population Type** drop down, select **New Hire**.
- 10. In the appropriate fields, enter home address, city, state and zip code. Note: New residents 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.

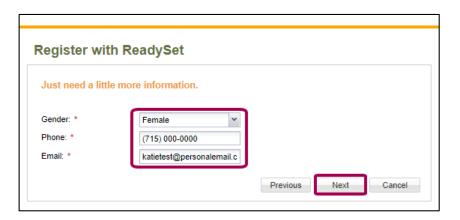


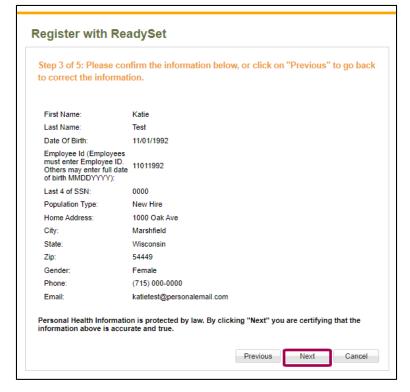
Stop 2 of 5: Dlogge on	ter the information below.
Step 2 of 3. Flease en	ter the information below.
First Name: *	Katie
Last Name: *	Test
Date Of Birth: *	03/15/1982
Employee Id (Employees	
must enter Employee ID. Others may enter full date	03151982
of birth MMDDYYYY): 0	
Last 4 of SSN: 0 *	0000
Population Type: *	New Hire
Home Address: *	1000 Oak Ave
City: *	Marshfield
State: 0 *	Wisconsin
Zip: 0 *	54449



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





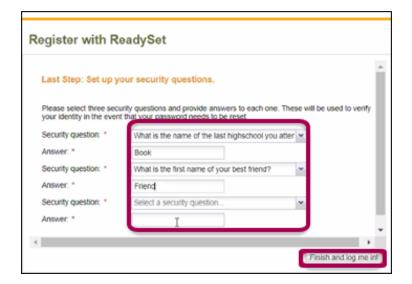


- 16. In **Username**, create and enter username.
- 17. In Password field, create password. In Verify Password, re-type password.
- 18. In **Email Address** field, verify email address.
- 19. Click Next.





- 20. From **Security question** drop downs, select desired question.
- 21. In **Answer** fields, enter appropriate answers.
- 22. Click 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