

# Quick Guide to Logging Your Steps:

1. Go to: <http://www.startwalkingnow.org/registration.jsp> and complete the profile information. **Steps 2 and 3 below are extremely important for participation.** It is the only way we will be able to credit you with your steps earned.
2. **\*\*Use HUMBOLDT STATE UNIVERSITY as your company\*\*** Click search for company, type *Humboldt State* into the search box and press *enter*.



The screenshot shows a registration form with a 'Company' dropdown menu. The dropdown is open, showing 'HUMBOLDT STATE UNIVERSITY' as the selected option. The form also includes fields for 'ZIP' (95521) and 'Company' (HUMBOLDT STATE UNIVERSITY), along with a 'Search' button and a 'Clear' button.

3. **\*\*Select the first box in Preferences\*\***

**Preferences**

If checked, your employer will be able to see your name, department, email address, and physical activities. However, **no one will see your health information (i.e. weight or height).**

4. Select 'Submit.'
5. Select 'My Tracker.'
6. Select 'Add an Activity.'
7. Complete your activity information in the green section.
8. Select 'Save Activity.' Your activity will then be seen in the blue section of your Activity Diary. Human Resources will be tracking the steps calculated only.
9. Personal information will **NOT** be shared or tracked, Human Resources will download the activity into excel and modify the report to look like this (last names removed, type of activity removed, etc):

Employee First Name	Distance(miles)	Time(minutes)	Steps	
Christopher	3.636	60	7272	
Kristina	5.5	0	11000	
			18272	Steps Total