

How to Complete Wellness Education Courses

Step 1: Log in to your account at MyBenefitsChannel.com

- Enter your username and password and click the Log In button.

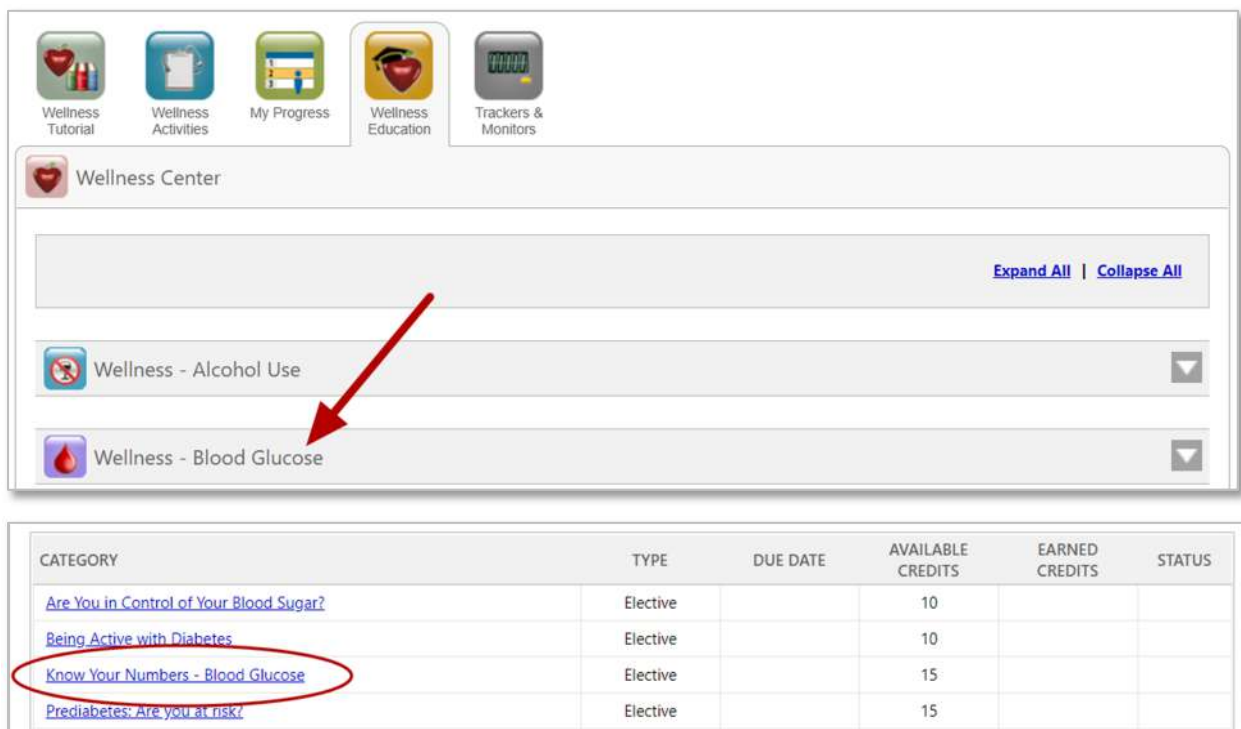
Step 2: Go to the Wellness Center

- Click the **Wellness Center icon** on the homepage. Next, click the **Wellness Education icon** from the options displayed in the wellness center.



Step 3: Select the Wellness Course

- Click on a **category** to view the list of courses. Next, click on the **course name** to open the course.



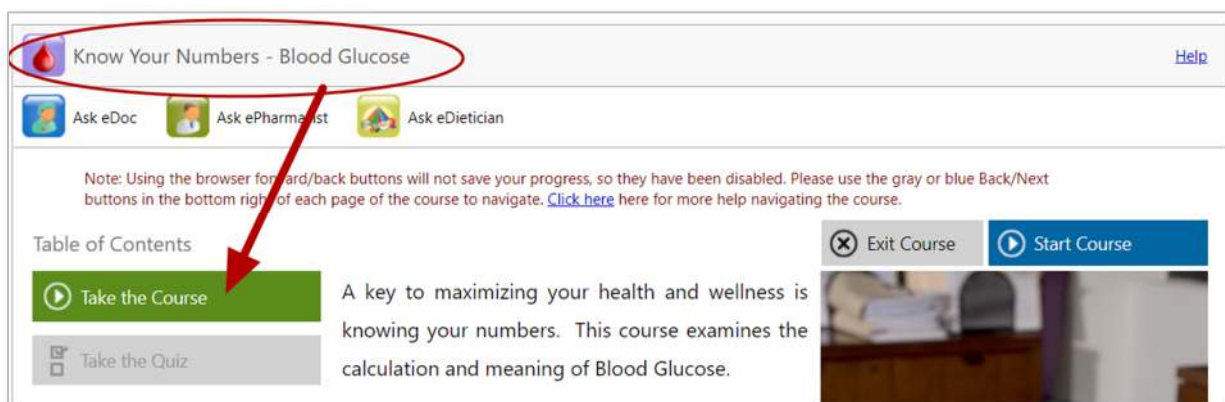
The screenshot shows the Wellness Center page. At the top, there are several icons: a red apple icon labeled 'Wellness Center', a blue icon labeled 'Wellness Tutorial', a blue icon labeled 'Wellness Activities', a green icon labeled 'My Progress', a yellow icon labeled 'Wellness Education', and a grey icon labeled 'Trackers & Monitors'. Below the icons, there is a section titled 'Wellness Center' with a list of categories. A red arrow points to the 'Wellness - Blood Glucose' category. Below the categories, there is a table of courses.

CATEGORY	TYPE	DUE DATE	AVAILABLE CREDITS	EARNED CREDITS	STATUS
Are You in Control of Your Blood Sugar?	Elective		10		
Being Active with Diabetes	Elective		10		
Know Your Numbers - Blood Glucose	Elective		15		
Prediabetes: Are you at risk?	Elective		15		

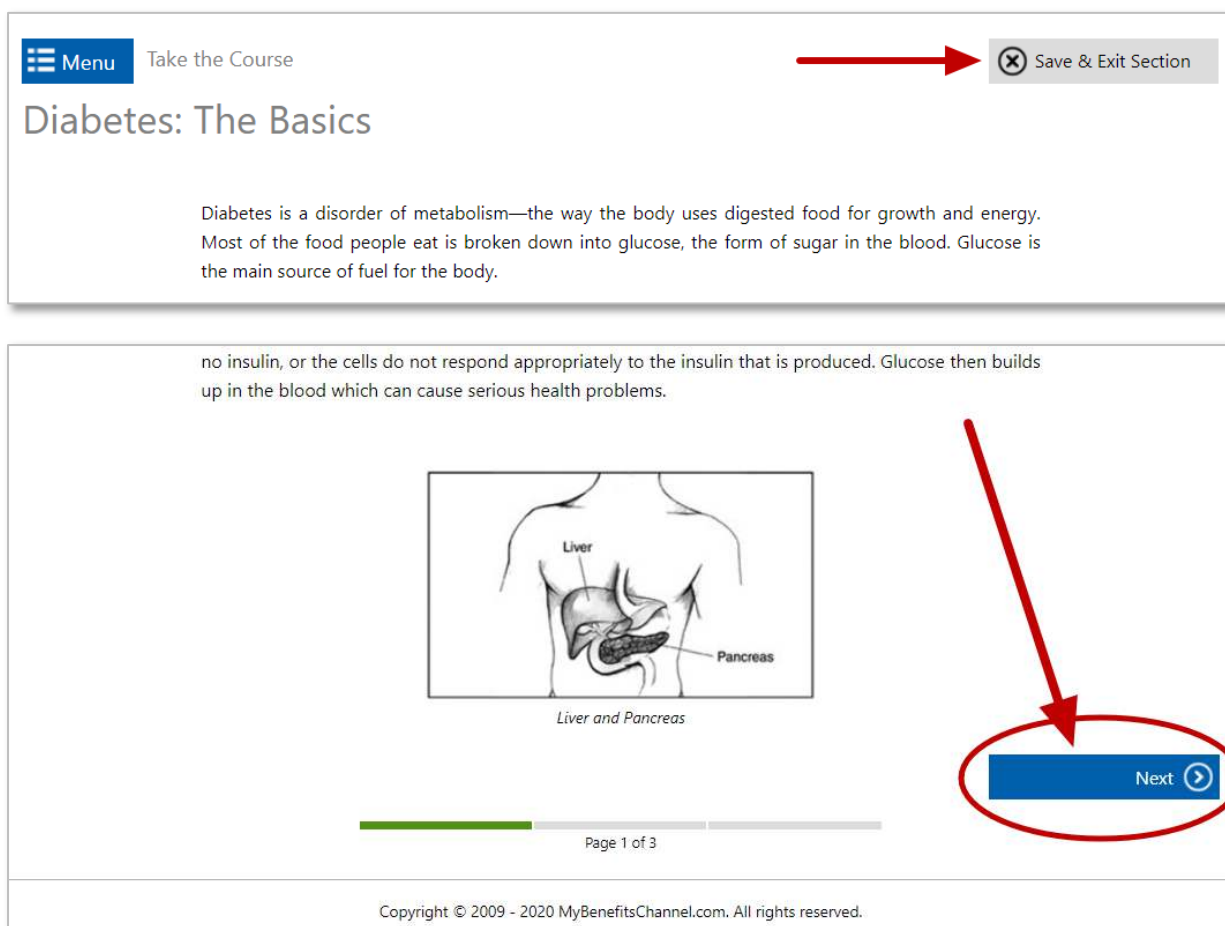
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Step 4: Take the Course

- Click the **Take Course** green button to start the course and review the content.



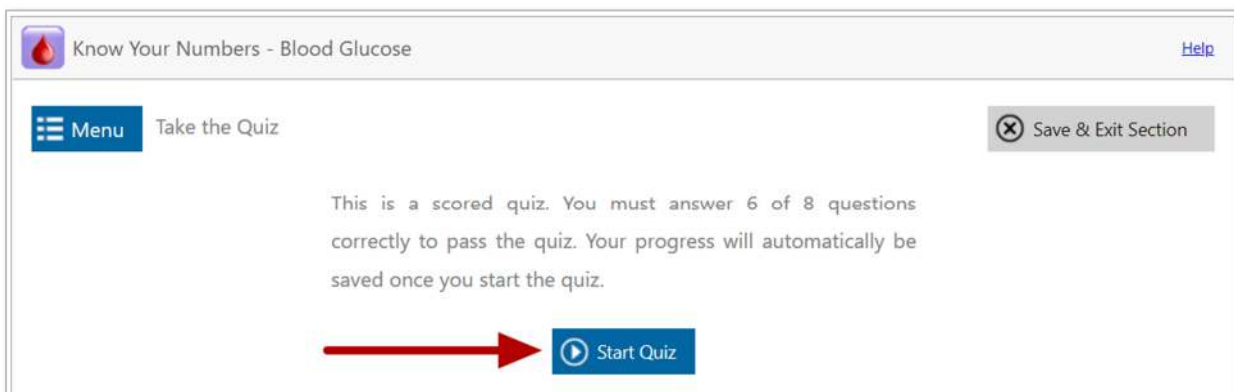
- Click the **Next** button at the bottom of the page to continue through each page of the course. At any time you can click the **Save & Exit** button at the top of the page to complete the course at a later date.



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Step 5: Take the Course Quiz

- After reviewing the course contents, click the **Start Quiz** button to begin the course quiz.

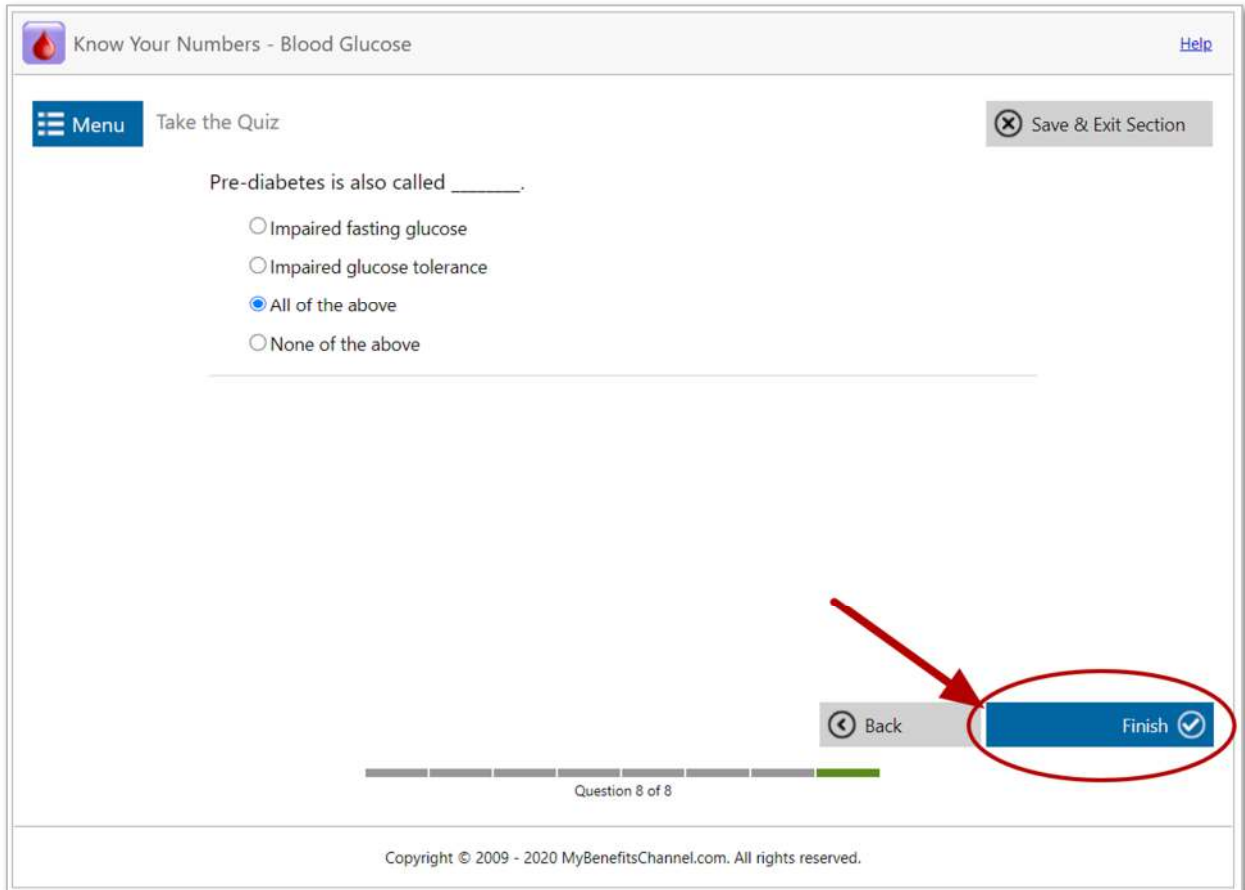


- Select the answer to the question, then click the **Next** button at the bottom of the page to continue through the quiz.

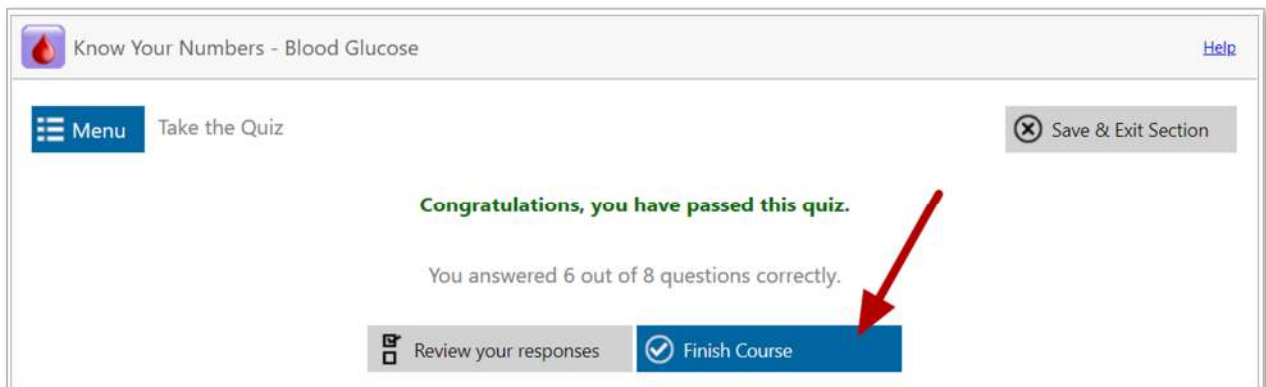


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- After answering all questions, click the **Finish** button at the bottom of the page.

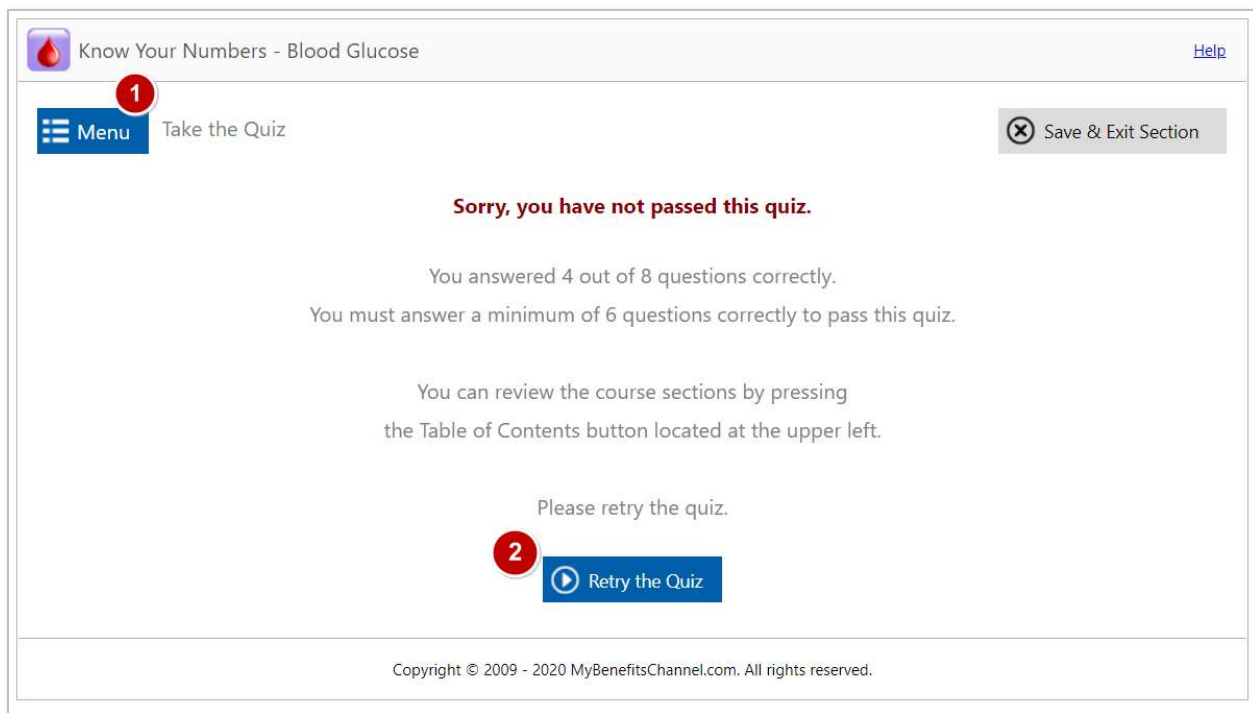


If you answered the required number of questions correctly, you will see **“Congratulations, you passed this quiz”**. To review your answers, click the button **“Review your responses”**. You must click the **Finish Course** button to complete the course and earn credit.



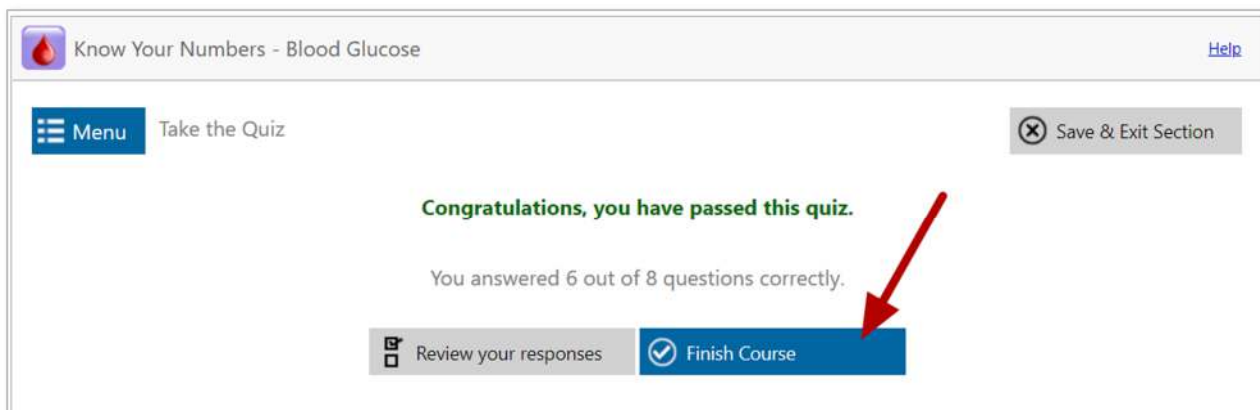
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If you did not answer the required number of questions correctly, you will see **“Sorry, you have not passed the quiz”**. You can review the course sections by clicking the **Menu** button **(1)** and selecting **“Take the Course”**. Click **“Retry the Quiz”** **(2)** to take the quiz again.



Step 6: Finish Course

- After passing the quiz, click the **Finish Course** button.

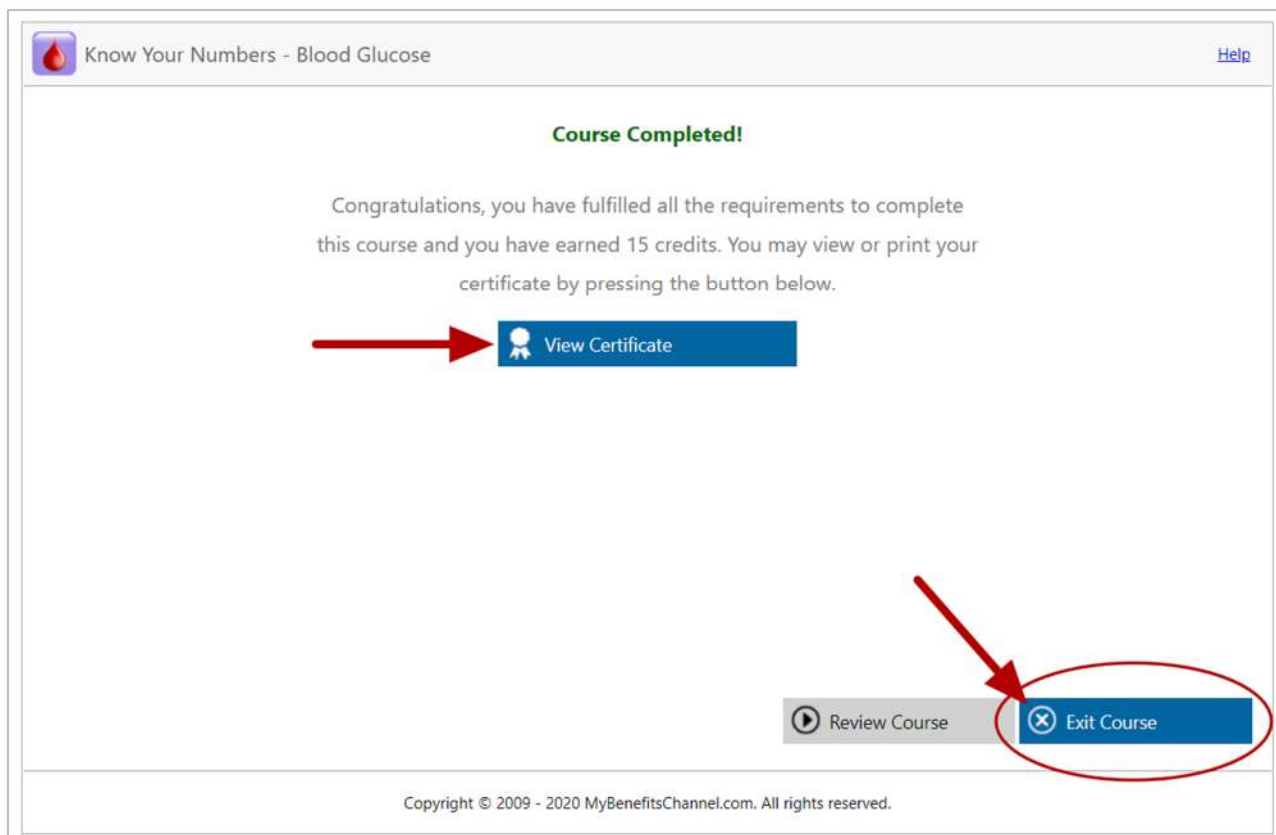


The message **“Course Completed!”** will be displayed, as shown on the following page, stating that you fulfilled the requirements to complete the course and earned credit.

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Step 7: View Certificate of Completion

- Click **View Certificate** to view or print your certificate of completion.



Click **Exit Course** to return to the Wellness Education Courses. The course you completed will now have a green check mark in the status column and you will see your earned credits.

CATEGORY	TYPE	DUE DATE	AVAILABLE CREDITS	EARNED CREDITS	STATUS
Are You in Control of Your Blood Sugar?	Elective		10		
Being Active with Diabetes	Elective		10		
Know Your Numbers - Blood Glucose	Elective		15	15	✔
Prediabetes: Are you at risk?	Elective		15		
Type 1 or 2?	Elective		10		
Your Diet with Diabetes	Elective		10		