

How-to Guide: Getting Started with RISE@Work

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Creating a new user ID

Step 1: Hover over "More Information"



From the home screen (www.riseatwork.ca), hover your cursor over the top-right corner that says, “**More Information about Rise@Work.**”

A menu with three options will pop up: “**About Us**”, “**Sign up**” and “**Help**”.

Step 2: Click on “Sign Up”



Step 3: Fill out the Registration Form and click “Register”

To sign up, please fill out the registration below.

Once you have completed the form a confirmation email will be sent to your account upon acceptance to the study. Please confirm your account before commencing your study activities.

User Name:	<input type="text"/>
Email Address:	<input type="text"/>
Study Information:	<input type="text" value="Choose an Organization"/> <input type="text" value="Study ID Key"/>
Password:	<input type="password" value="min 5 characters"/>
Confirm Password:	<input type="password" value="confirm password"/>
Consent Information:	<p>Thank you for expressing an interest in participating in Rise@Work, an exciting health initiative in your workplace. Before you choose to take part, it is important that you understand what this intervention is about and what you will be asked to do. If you have any questions or would like more information about the study, please contact our research coordinator breakwork@utoronto.ca.</p> <p>Recent studies have shown that reducing sitting time and increasing</p> <p><input checked="" type="checkbox"/> I agree to take part in this study</p>

Close Register

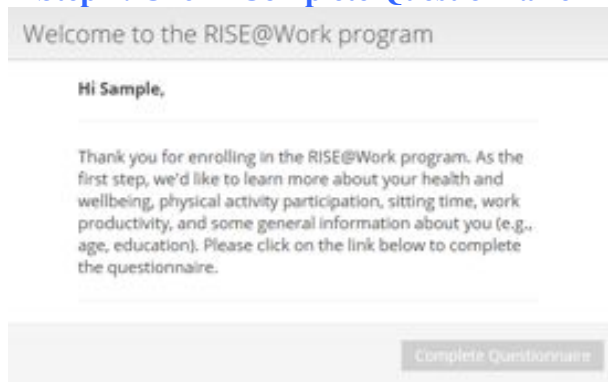
Fill out all information in the registration form. Enter a user name of your choice; enter your institutional email address; select your organization; enter the study ID key provided by the program administrator; enter and confirm a password of your choice with a minimum of 8 characters; read through the consent information; check the box indicating that you agree to take part in the program. If you cannot remember your study ID key, please contact the program administrator (riseatwork@utoronto.ca).

After registering for the program, an email will be sent to the account provided. Please confirm your account with the link embedded in the email.

If you do not receive a confirmation email within 5 minutes, click on “*Didn’t receive confirmation instructions?*” in the green **LOGIN** box.

Completing the Baseline Questionnaire

Step 4: Click "Complete Questionnaire"



Step 5: Complete the Baseline Questionnaire

A screenshot of the 'RISE@WORK BASELINE QUESTIONNAIRE' introduction screen. It contains instructions for the user, stating that the questionnaire will take about 30 minutes and that the information will be kept in the strictest confidence. At the bottom, there is a green button labeled 'Next'.

Please complete the Baseline Questionnaire. Once you have completed the questionnaire, you will be automatically redirected to the RISE@Work Dashboard where you can start logging steps.

Step 6: Respond to all questions

A screenshot of the 'SECTION 3: YOUR SITTING' questionnaire. It asks the user to estimate the average time spent sitting each day in specific situations. The first situation listed is 'On a work day: b) At your work desk'. There is a text input field for the answer. At the bottom, there are three buttons: 'Back' (red), 'Skip' (orange), and 'Next' (green).

Respond to all questions in the survey by entering the appropriate information and clicking on the green “Next” button or clicking on the yellow “Skip” button. If you would like to change your response to the previous question, you may click on the red “Back” button to do so.

If you leave a question blank by mistake, an alert will appear on the top of the screen in pink as shown below: “Please answer this question or press skip to proceed.”

Please answer this question or press skip to proceed.

Rise@Work

SECTION 3: YOUR SITTING

Please estimate the average time you spent SITTING each day in the following specific situations:

On a work day:
b) At your work desk

Back Skip Next

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Step 7: Click on “Finish” to complete the Questionnaire

RISE@WORK BASELINE QUESTIONNAIRE

Thank you for completing the baseline survey! You will now be redirected to the Rise@Work website where you can start logging your steps.

Back Finish

Once you have answered all questions in the five sections of the questionnaire, you will see the “Thank you” screen shown above. Click on “Finish” to be automatically redirected to the “Welcome” screen on the program website (see below).

Rise@Work

Sample
Participant in Baseline

PERFORMANCE 0 0 0

WELCOME TO THE RISE@WORK PROGRAM

Hi Sample,

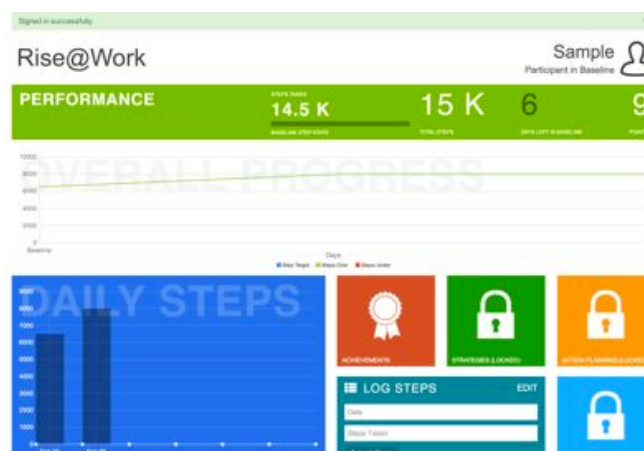
Thank you for enrolling in the RISE@Work program. As the first step, we'd like to learn more about your health and wellbeing, physical activity participation, sitting time, work productivity, and some general information about you (e.g., age, education). Please click on the link below to complete the questionnaire.

Get Started

PLANNED ACTIVITIES

TOTAL STEPS
CALCULATING TARGET...

Step 8: Familiarize yourself with the Program Dashboard



You may now start to become familiar with the program Dashboard and log your steps for the day.

Logging into RISE@Work

Step 9: Log into the website using your email and password. Click “Sign in”

The screenshot shows the Rise@Work login page. At the top, it says "Rise@Work" and "More Information about Rise@Work". The "CURRENTLY THERE ARE" section shows "1 PEOPLE WALKING", "2.5 K STEPS DAILY", "14 KM WEEKLY", "2.5 K TOTAL STEPS", and "1 DAYS OF ACTIVITY". The "LOGIN" section has a "Email" field, a "Password" field, and a "Sign in" button. Below the login fields are links for "Get more information" and "Forgot your password?". The "WHAT IS RISE@WORK?" section explains the program's purpose. The "WHO WE ARE" section mentions the University of Toronto. The "WHY JOIN RISE@WORK?" section describes the program's goals. The "OUR PARTNERS" section mentions Cancer Care Ontario.

To log into the website on subsequent days, visit www.riseatwork.ca and use your institutional email address and the password that you created when you registered. Click on the “**Sign in**” button. If you have not already done so, please open the email sent from the website to confirm your account. If you forget your password at any point during the program, you may reset it using the “**Forgot your password?**” button in the green **LOGIN** box on the homepage.