Welcome to the Notre Dame Wellness Center

This New User Registration Guide will help you with your first log-in to the Wellness Center’s Patient Portal at wellnesscenter.nd.edu.

Wellness Center Privacy and Confidentiality

The Notre Dame Wellness Center is managed by Take Care Health Systems, which assures privacy of all interactions and healthcare services at the Wellness Center by maintaining patient medical records in accordance with our stringent and well-documented security standards, as well as in compliance with all applicable state and federal laws.

The University of Notre Dame has no access to personal health information obtained by Take Care Health Systems, including information entered into the Wellness Center Patient Portal or Your HRQ.

Begin


2. If this is your first visit to the portal, click on Register Now.
   - All portal users must create a user ID and password.
   - Each user, including spouses and/or children, must register individually.
3. Enter your **Name, Date of Birth, and Gender**.
   - **Name**: enter your first and last names as they appear on your campus ID card.
   - **Apostrophes**: If your name has an apostrophe (Example: O’Brien), please enter an extra single apostrophe (Example: O’Brien).
   - **Date of birth**: please use *mm/dd/yyyy* format. Example: 02/28/1970.

4. Enter the 9-digit NDID number of the **primary insured** faculty or staff member, plus “01”:
   - Your NDID is the 9-digit number on your campus ID card. If your NDID number only has 8 digits, add a “9” to the front. Example: 12345678 would become **91234567801**.
   - The **primary insured** is the Notre Dame faculty or staff member with benefits. If you have single medical coverage, you are the **primary insured**. If you are the spouse or dependent of a faculty or staff member, enter the insured faculty or staff member’s NDID+01. If both spouses are employed at the University, enter the NDID+01 of the faculty or staff member listed as “primary” on the University’s benefits.

5. Select your relationship to the faculty or staff member (“Self” if you are the faculty or staff member, “Spouse” if you are the faculty or staff member’s spouse, or “Child” for children or legal dependents), then click **Continue**.
6. Enter the **User ID** of your choice.
   - Your User ID must be at least three characters.
   - Your User ID may be an email address, but it is not required.

7. Enter a valid **Email Address**.
   - You may use your ND email address, but it is not required.

8. Create a **Password**.
   - Your Password must be at least 8 characters long, and must contain at least 1 letter, 1 number, and one of the following symbols: !, @, #, $, %, ^, &, *, (, or ).

9. Choose and answer **Security Questions**.
   - In the event you lose your User ID and Password, these are questions that you will be asked to verify your identity. Choose questions with answers that you (and only you) are likely to remember.
   - Enter each answer in the Answer box. Type carefully: if asked the Security Question in the future, your answer must be entered exactly as you enter it here.

12. Follow the prompts to accept Privacy Practices and Terms & Conditions of Use.

13. Remember your User ID and Password. Anytime you return to the Wellness Center sign in screen, enter your User ID and Password to log in.