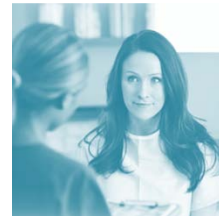




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# Patient Portal

## New User Registration Guide

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# 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](http://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.



take care health systems™

## Begin

1. Go to <http://wellnesscenter.nd.edu>.
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.

Start  
here

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### Sign In

**Sign In**

User ID:

Password:

[I need help with my User ID](#)

[I need help with my password](#)

**Sign In**

**Register for an Account**

Take advantage of these patient portal features:

- Manage your account details
- View visit history and lab results
- Refill your prescriptions to on-site pharmacy
- View and schedule appointments online
- View location and hours of operation

**Register Now**



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**.

The screenshot shows a web form titled "Verify Eligibility (Step 1 of 2)" for the Notre Dame Wellness Center. The form includes a header with the center's logo and name, and a sub-header with the text "Verify Eligibility (Step 1 of 2)". Below the header, there is a navigation bar with two buttons: "Verify Eligibility" (highlighted in green) and "Create Account". The main content area contains the following text: "Registering is Easy" with a link "Already have an account? Sign in"; "Please verify your eligibility information"; "All fields are required." with a link "Having trouble registering? Email Patient Portal Support"; and "Please remember, each family member must create their own individual account to access the Notre Dame Wellness Center Portal." The form fields are: "First Name:" (text input), "Last Name:" (text input), "Date of Birth:" (calendar icon and text input with placeholder "(MM/DD/YYYY)"), "Gender:" (dropdown menu with "Select" selected), "Enter the employee's ndid + 01 (if ndid is 123456789, enter 12345678901 below):" (text input with a link "What's This?"), and "Relationship to Employee:" (dropdown menu with "Self" selected). Three numbered callouts (3, 4, 5) are positioned on the left side of the form, with arrows pointing to the "First Name" field, the "ndid + 01" field, and the "Relationship to Employee" dropdown menu, respectively.

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.

The screenshot shows a registration form titled "Enter Your Sign-In Information" with two tabs: "Verify Eligibility" and "Create Account". The form includes the following sections:

- User ID:** A text input field with a callout '6' pointing to it. The label says "User ID: minimum of 3 characters, may be your email address".
- Email Address:** A text input field with a callout '7' pointing to it. The label says "Email Address: the same email address may be used for more than one User ID".
- Re-enter Email Address:** A text input field.
- Create Your Password:** A text input field with a callout '8' pointing to it. The label says "Create Your Password: minimum of 8 characters including at least 1 number, 1 letter and 1 special character (such as !@#\$%^&\*). Learn more about secure passwords".
- Re-enter Your Password:** A text input field.
- Choose Your Security Questions:** A section with three questions and corresponding answer boxes. A callout '9' points to the first question dropdown.
  - 1. Choose your first security question: [Select] dropdown. Answer 1: Answers are not case-sensitive.
  - 2. Choose your second security question: [Select] dropdown. Answer 2: Answers are not case-sensitive.
  - 3. Create your unique security question: [Text input]. Answer 3: [Text input].

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.

