

EWSNetwork Portal Quick Reference Guide

Tips to navigate through the User Dashboard



Signing into the Portal

www.ewsnetwork.com

Click on the "Member Login" button - half way down, right hand side of the page.
This will take you to the sign-in page.

Member Login Page

Your user name = Your work email address

Password = Temporary password provided by EWSNetwork (which can be changed after initial sign-in)

Click Login

Change Password Button

Top right hand corner – CHANGE your password so you remember it!

If you forget your password, you can click "I forget my password" and a new one will be emailed to you.

Through the dashboard you are able to:

1. Book a Consultation

Step 1 - Pick the consultant and click **NEXT**.

Step 2 - This will bring up the Consultant's schedule.

All available appointments will be in bold.

Step 3 - Select 3 appointment times by clicking the timeframe and then click **SUBMIT**.

2. Set Your Wellness Targets

You can set targets for yourself. Your progress is indicated as a red line on your various graphs.

3. Enter your Numbers

You can track your weight, minutes walked, water intake, fruits & veggie servings, hours slept, stress level and body measurements.

4. Track Your Progress

When you input your numbers, for the above criteria, your progress will show on the graph.

5. See and Register for Upcoming Events

- You are able to search for specific events by typing in the event type, name, date in the search box.
- You will also be able to see history of events and consultations through the appropriate tabs.
- If you roll over the Event Name, a description of the event will pop up for you to read as seen below.
- The event calendar is at the bottom of the User Dashboard. If you would like to participate in an upcoming event simply click REGISTER beside the event. It will then show on your dashboard as ATTENDING. If you need to cancel your registration, prior to the event, click ATTENDING once and it will change to show NOT ATTENDING.

6. Access Resources

At the top right hand side of the Dashboard, you will have access to various resources provided by EWSNetwork. To view, simply click the link.

