



NOTE: This network cannot be accessed outside the United States.

Use Google Chrome, go to <https://Ochsner.readysetsecure.com>

FIRST TIME USERS:

- Click on *"New User? Click Here to Begin"*
- Access/Org Code: **2587**
- Program Type: *New Hire Clinical*
- Population Type: **STUDENT**
- Continue through the screens, entering requested information until you have successfully created a ReadySet Username and Password.
- Keep this information in a safe location

RETURNING USERS:

- If you know your ReadySet Username and Password, log into ReadySet and skip to the next section
- If you do not know your ReadySet Username and/or password, click on "Forgot Username?" and /or "Forgot Password?"
- Enter in the requested information
 - Access/Org Code: **2587**
- Password requirements: Must be 8 to 30 characters long and include at least 1 upper case letter, 1 lower case letter, and 1 of the following special characters: ! @ # \$ % ^ & * ().
 - Example: P@ssword1

COMPLETING SURVEYS/QUESTIONNAIRES:

- Log into ReadySet with your Username and Password
- Click on *"Health Surveys"* in the left column OR Click on *"Click Here to complete pending surveys or questionnaires"*
- Select the desired Survey, answer all questions and click on *"Submit Final"*
- Continue until you have a GREEN checkmark next to each assigned survey/questionnaire

PRINTING RESULTS/RECORDS:

- Log into ReadySet with your Username and Password
- Click on *"Test Results"* in the left column OR click on *"Click Here to review and print your test results or letters"*
- Locate and click on the result that you want to print
 - You can also click the *"Vaccinations and Certifications Only"* link or the *"Complete Medical Records"* link near the bottom of the screen
 - Click on the *"Print"* icon

Be sure to make a note of your username and password as you will be using this site for access to all Employee Health records in the future.

→Please contact EmployeeHealth@ochsner.org for any troubleshooting with the ReadySet Health Portal.