



Quick Start Guide

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GETTING STARTED



REGISTRATION

1. Go to the Portal

Go to the portal at telligentconnect.com

2. Click the Portal Login Button

Click on the portal login button

3. Log In or Register

Login using your username and password, or click the button to register

4. Reset Password

Tap “Forgot Password” to reset your password.

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Create Account

Member ID *
Ex: ABC123456789

Last name *
Ex: Smith

Date of birth *
mm/dd/yyyy

Email address *
Ex: smith@email.com

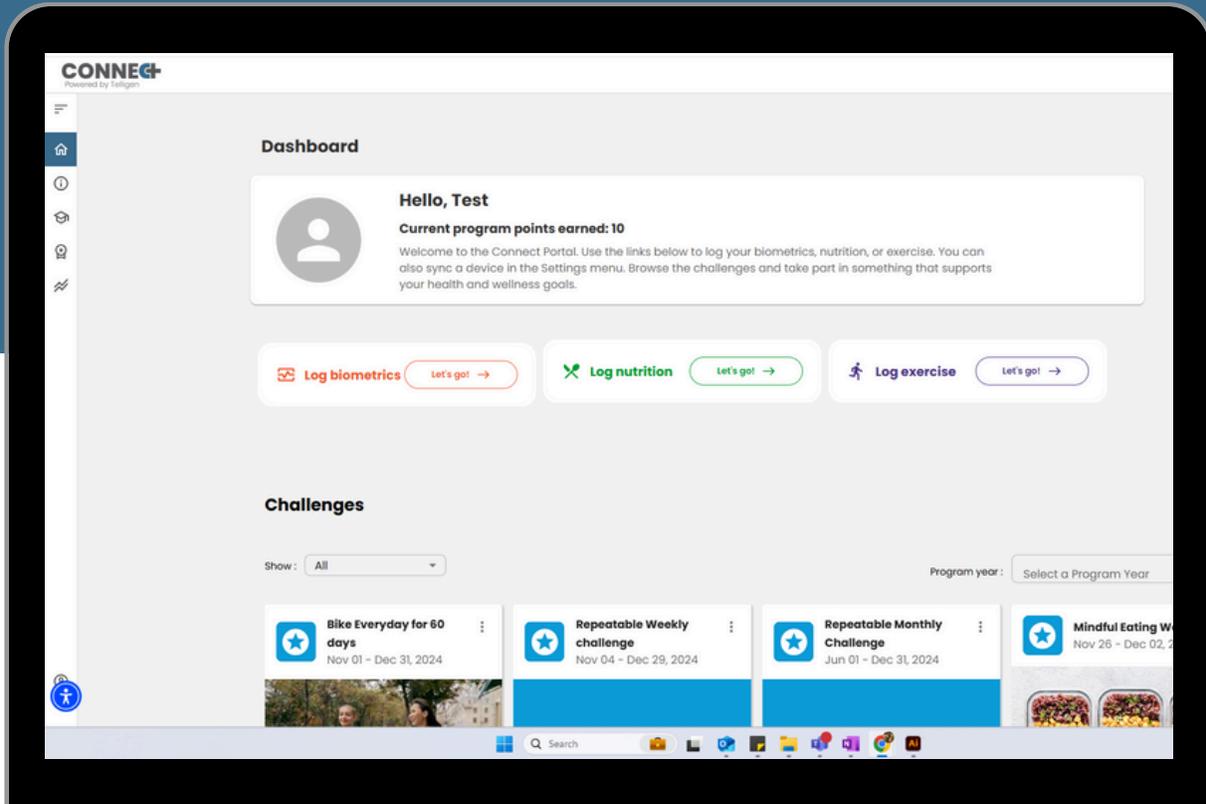
I agree to the [terms of use](#) and the [privacy policy](#).

Sign Up

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DASHBOARD

The portal dashboard is your jumping point to log data and participate in challenges. You can also see how many points you have earned to date for the program year.



DASHBOARD FEATURES

1. Navigation

On the left-hand side, you can navigate the portal to the following:

- **Expand:** Expand the Navigation
- **Home:** Click to return to the Dashboard
- **How It Works:** Click to see program information
- **Education:** Click to access resource library
- **Member Challenges:** Click to view challenges
- **Data Tracker:** Click to log data for for biometrics, nutrition, and exercise

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Dashboard



HowItWorks



Education



Member Challenges



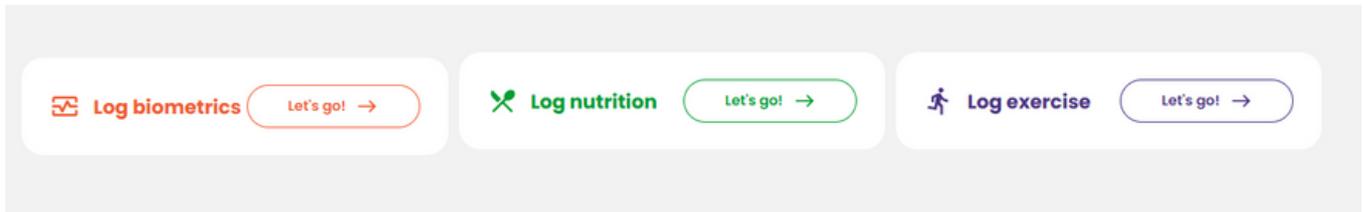
Data Tracker

DASHBOARD

DASHBOARD FEATURES

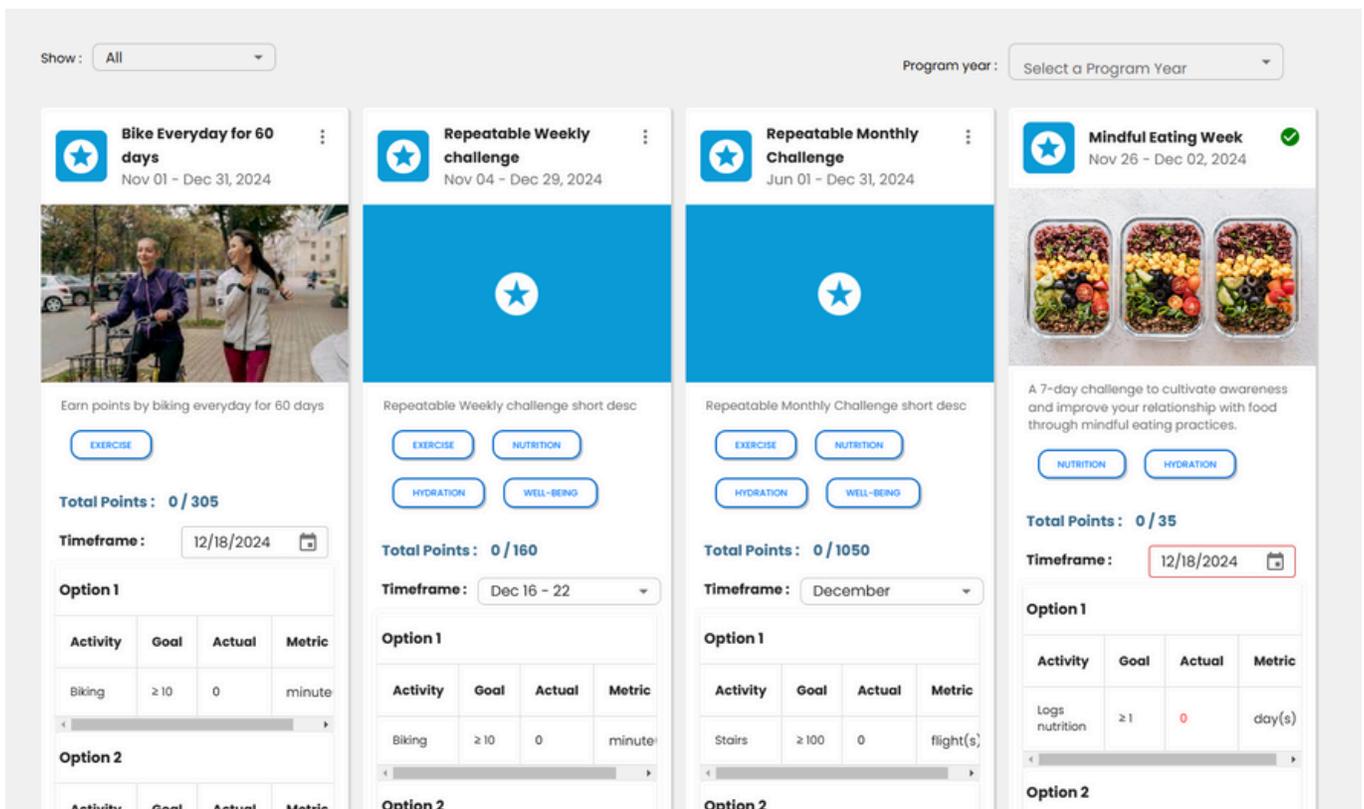
2. Log Data

From the dashboard, you can begin logging data from the dashboard or navigation for biometrics, nutrition, and exercise by clicking the respective “Let’s Go!” button. See the “Logging Data” section for complete instructions on how to log data for biometrics, nutrition, and exercise.



3. Interact with Challenges

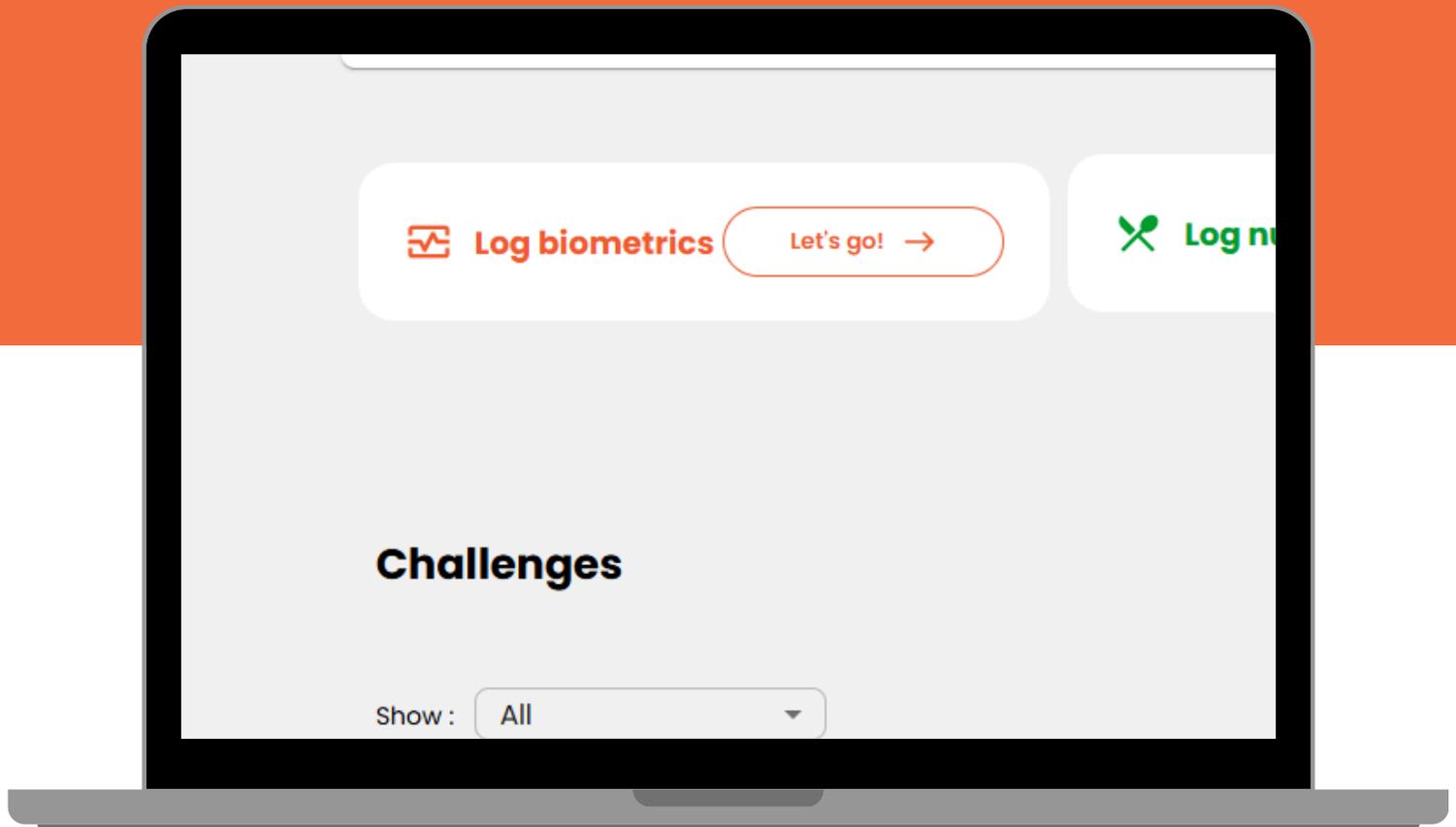
From the dashboard, you can enroll in challenges and view challenge details.



You can also access challenges in the navigation. For more information on accepting and tracking challenges, see the “Challenges” section.

LOGGING BIOMETRICS

The Connect portal allows you to record and track biometric data, including blood pressure, blood sugars, cardiopulmonary, cholesterol, height, and weight values.



LOGGING BIOMETRICS

From the Dashboard

1. Click the “Let’s Go” button in the Log Biometrics module
2. The biometrics bin will open up from the right
3. In the drop-down labeled “Choose a biometric”, select the biometric marker you want to log
4. The date will autofill to the current day. If needed, members can log up to 4 weeks in the past by clicking the calendar icon and selecting an alternative date

A screenshot of the Biometrics logging form. It includes a 'Log data' tab, a 'Submit' button, a 'Cholesterol' dropdown menu, and input fields for 'Date', 'Total Cholesterol (mg/dl)', 'HDL Cholesterol (mg/dl)', and 'LDL Cholesterol (mg/dl)'.

Biometrics

Log data View data View progress charts

Submit

Cholesterol

Date
12/18/2024 11:42 AM

Total Cholesterol (mg/dl) 0 HDL Cholesterol (mg/dl) 0

LDL Cholesterol (mg/dl) 0

BIOMETRICS

5. Enter the values for your biometric (please note, these will vary depending which type of biometric marker you are logging)

6. Once you add your values, the submit button will darken and you can submit your entry.

From the Navigation

1. Click the Data Tracker Icon in the left-hand navigation
2. Click the “Let’s Go” button in the Log Biometrics module
3. The biometrics bin will open up from the right
4. Follow the steps listed above

VIEWING BIOMETRIC DATA

1. Open up the Biometrics bin by following the steps above.

2. In the Biometrics bin, click the “View data” tab

3. In the “Choose a biometric” drop-down, select the marker you want to view data for

4. If there are multiple types of data (e.g., blood sugars glucose or triglycerides), select which item you want to view in the “Select an item” drop-down

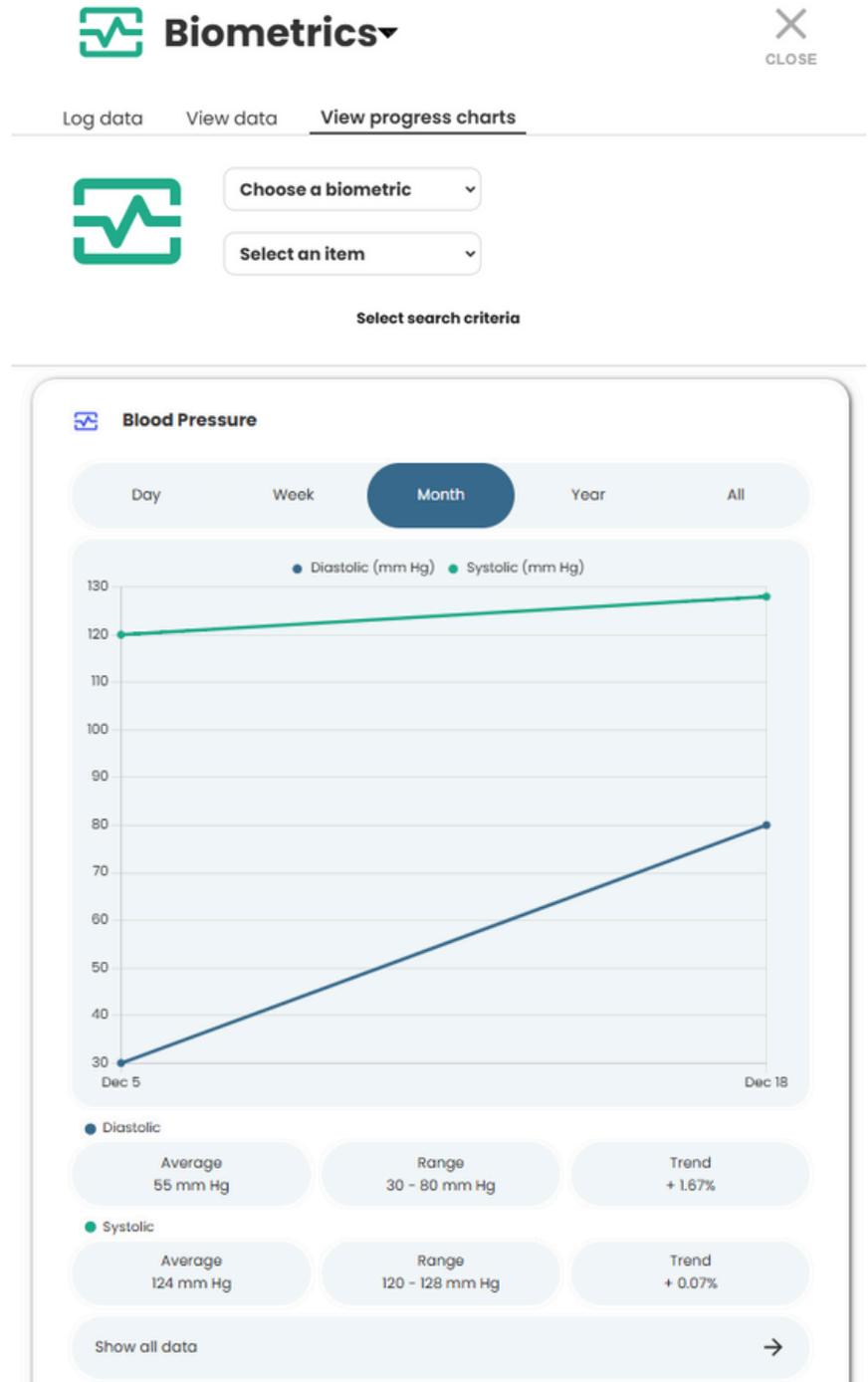
4. The data you’ve logged for those biometric types will populate below

Date/Time	Value	Source	Action
12/18/2024 11:54 AM	94 mg/dL	Turnleaf	

BIOMETRICS

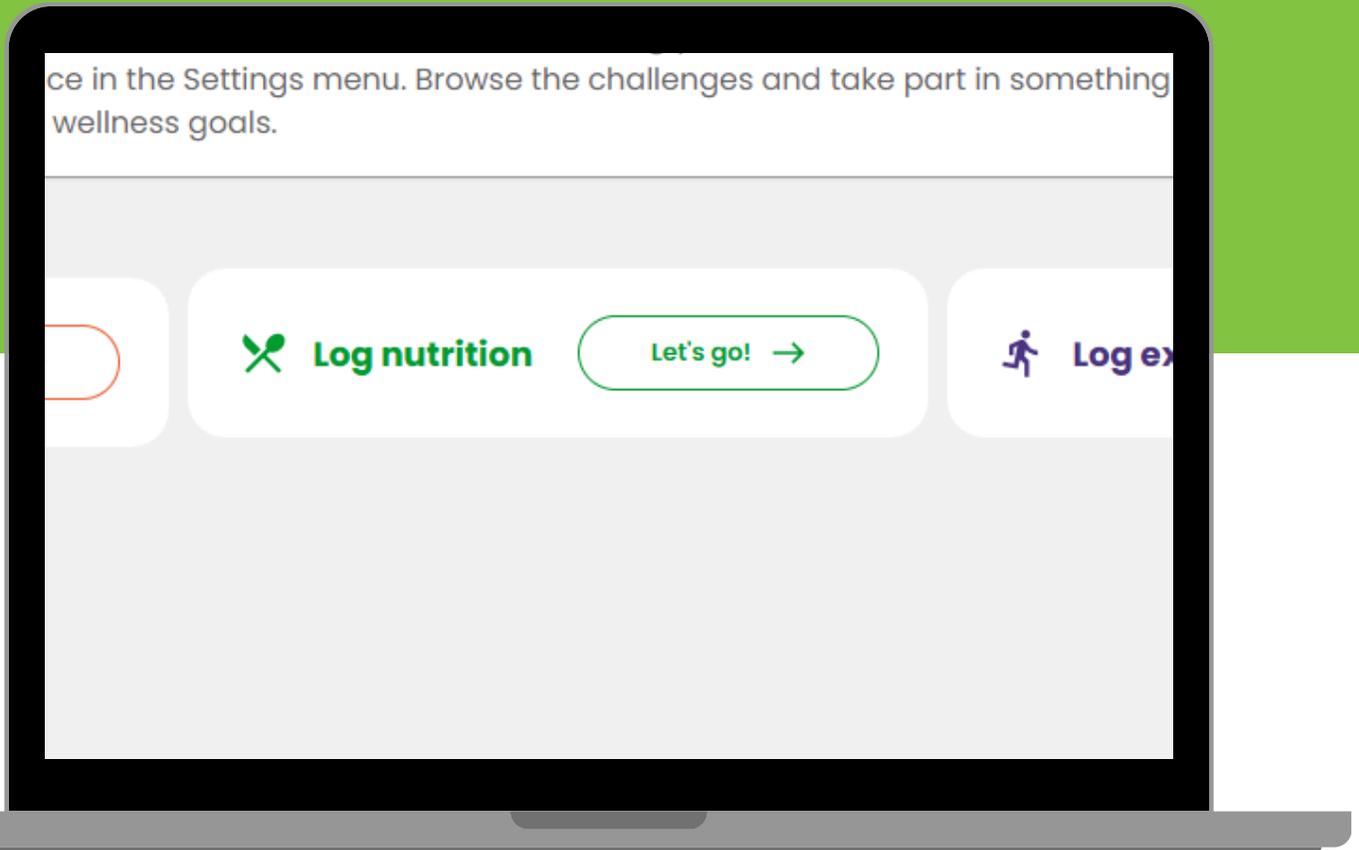
VIEWING PROGRESS CHARTS

1. Open up the Biometrics bin by following the steps above.
2. In the Biometrics bin, click the “View progress charts” tab
3. In the “Choose a biometric” drop-down, select the marker you want to view data for
4. If there are multiple types of data (e.g., blood sugars glucose or triglycerides), select which item you want to view in the “Select an item” drop-down
4. The data you’ve logged for those biometric types will populate below in chart form
5. In the chart, you can pick a date range of day, week, month, year, or all
6. Below the chart, you can see your average, range, and trend for the data. You can also click “Show all data” to view all the data you have logged for that biometric marker



LOGGING NUTRITION

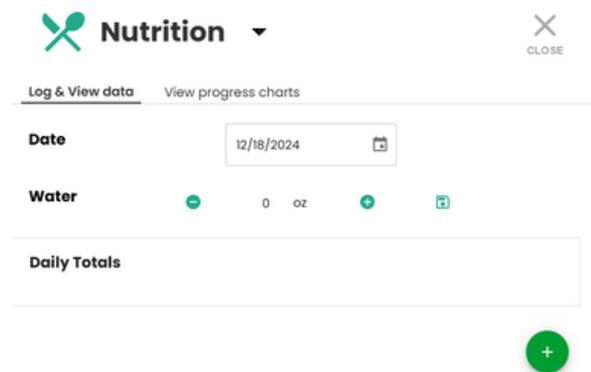
The Connect portal allows you to record and track biometric data, including blood pressure, blood sugars, cardiopulmonary, cholesterol, height, and weight values.



LOGGING NUTRITION

From the Dashboard

1. Click the “Let’s Go” button in the Log Nutrition module
2. The nutrition bin will open up from the right
3. The date will autofill to the current day. If needed, members can log up to 4 weeks in the past by clicking the calendar icon and selecting an alternative date
4. In the area labeled “Water”, you can add how much water you’ve consumed for the day in 8 oz increments
5. Click the Save icon to log water



NUTRITION

5. To log food, click the green plus sign

6. Select the “Breakfast, Lunch, Dinner, or Snacks” tab to input food for the meal you consumed

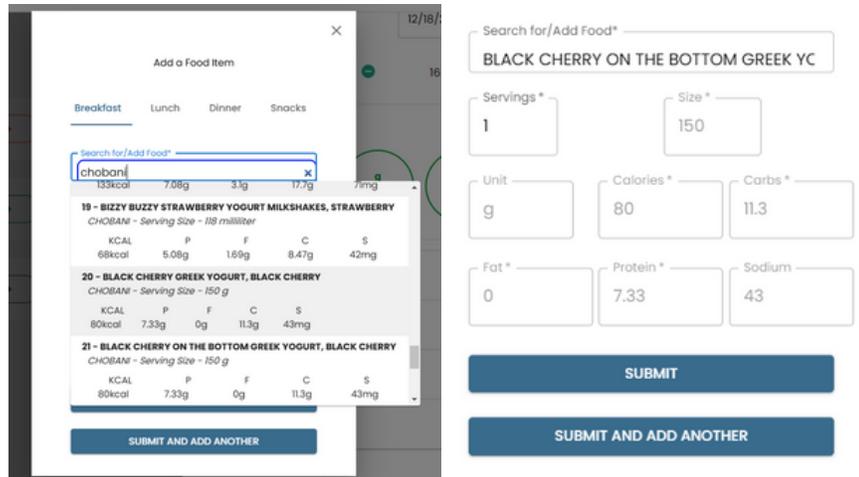
7. Type the type of food you ate into the search field. The system will take a few seconds to generate results

8. Select from the options listed

9. The nutrition info will auto-populate. You can adjust the serving size to accurately reflect the quantity of the food you ate.

10. Click “Submit” to log the food. If you want to submit another entry, you can also click “Submit and Add Another” to repeat.

11. If no results appear or the correct option does not populate in the list, you can manually add the nutrition info instead and hit submit



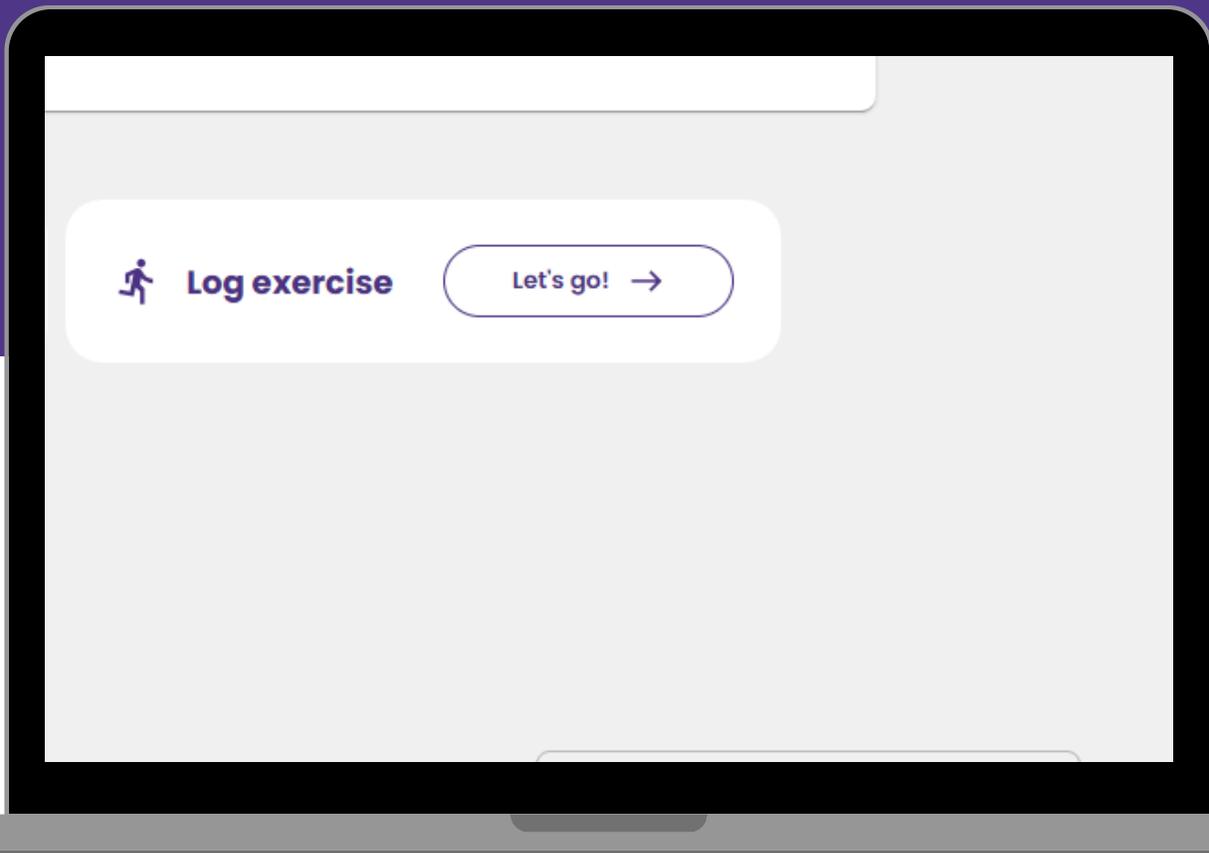
Daily Totals



12. After you log food, your calories and macros will populate in the nutrition bin

LOGGING EXERCISE

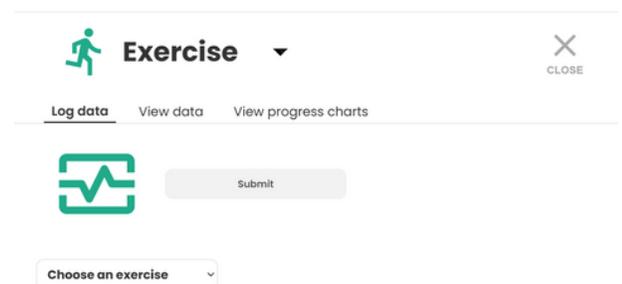
The Connect portal allows you to record and track biometric data, including blood pressure, blood sugars, cardiopulmonary, cholesterol, height, and weight values.



LOGGING EXERCISE

From the Dashboard

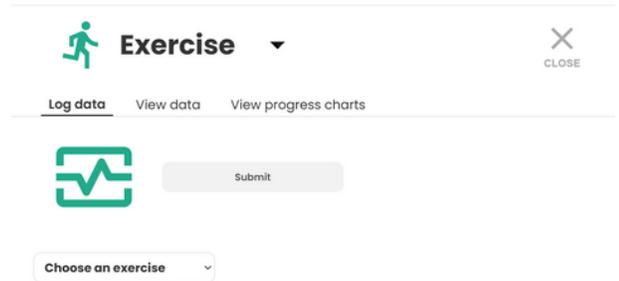
1. Click the “Let’s Go” button in the Log Exercise module
2. The exercise bin will open up from the right
3. Choose an exercise from the drop-down list
4. The date will autofill to the current day. If needed, members can log up to 4 weeks in the past by clicking the calendar icon and selecting an alternative date
5. You can add exercise minutes, miles, and other fields based on the exercise you selected
5. Click “Submit” to save



EXERCISE

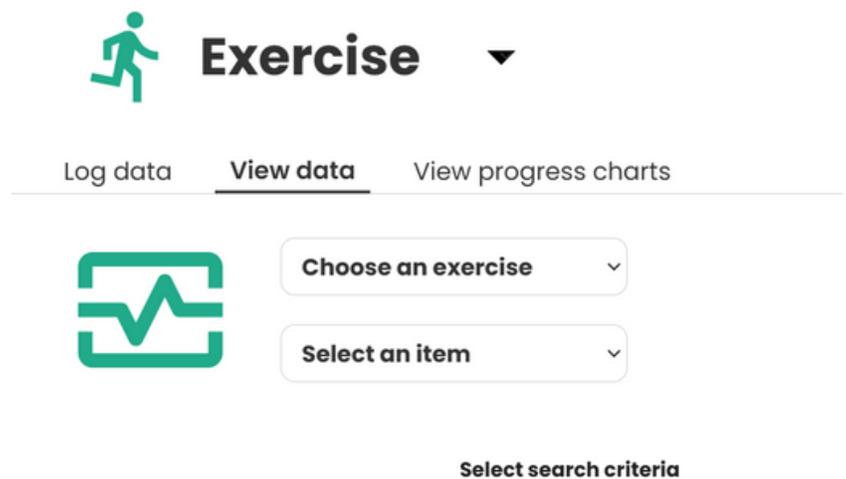
From the Navigation

1. Click the Data Tracker Icon in the left-hand navigation
2. Click the “Let’s Go” button in the Log Exercise module
3. The exercise bin will open up from the right
4. Follow the steps listed above



VIEWING EXERCISE DATA

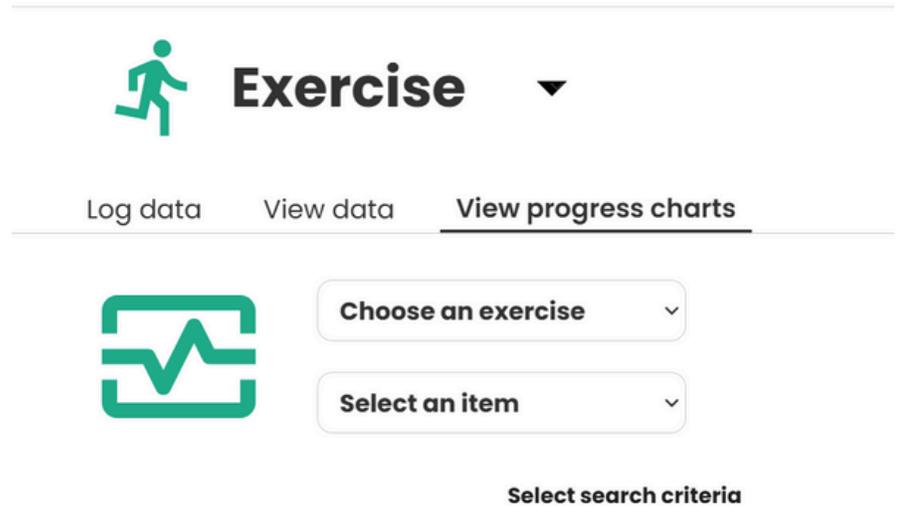
1. Open up the Exercise bin by following the steps above.
2. In the Exercise bin, click the “View data” tab
3. In the “Choose an exercise” drop-down, select the marker you want to view data for
4. The data you’ve logged for those biometric types will populate below



EXERCISE

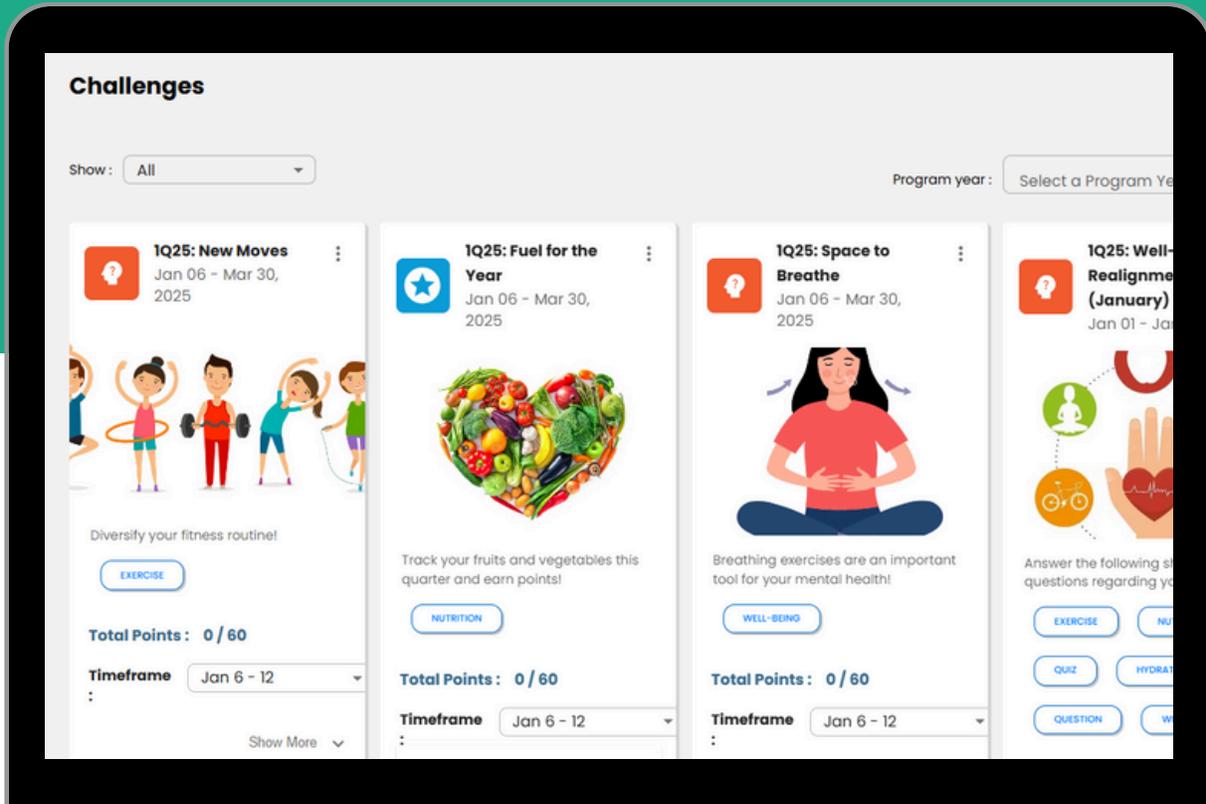
VIEWING PROGRESS CHARTS

1. Open up the Exercise bin by following the steps above.
2. In the Exercise bin, click the “View progress charts” tab
3. In the “Choose an exercise” drop-down, select the exercise you want to view data for
4. The data you’ve logged for those exercise types will populate below in chart form
5. In the chart, you can pick a date range of day, week, month, year, or all
6. Below the chart, you can see your average, range, and trend for the data. You can also click “Show all data” to view all the data you have logged for that exercise



CHALLENGES

The Connect portal allows you to participate in challenges to earn points and improve your well-being.



PARTICIPATING IN CHALLENGES

1. Accept Challenge

To accept a challenge, click the "Enroll" button associated with the challenge from your dashboard or the Challenges page. Accepted Challenges will show "In Progress" at the bottom. Completed Challenges will show "Completed" at the bottom

2. Log Data for Challenge

Depending on the challenge, you may need to log data for nutrition or exercise. To do so, follow the instructions above to log data. Data will be automatically calculated into the challenge when criteria is met.

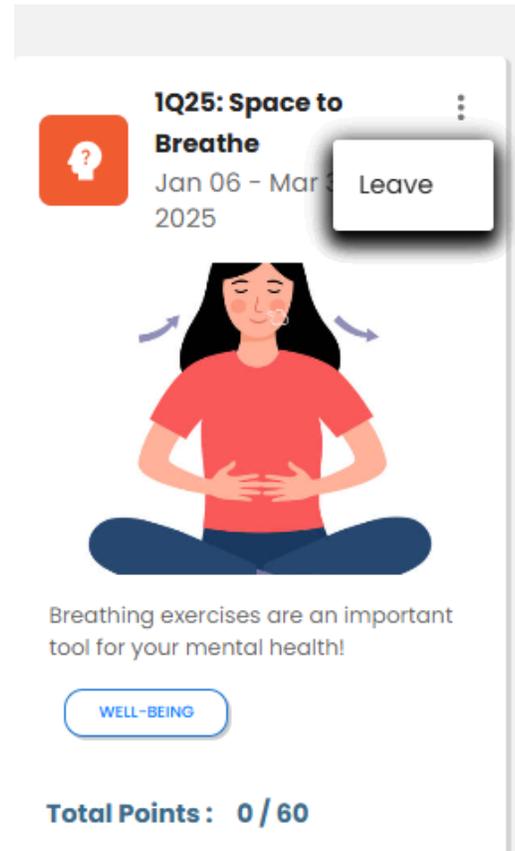
3. Challenge Quizzes

If the challenge is a quiz or requires you to answer "yes or no" to a question, you can participate by clicking the "Start Now" button below the challenge

CHALLENGES

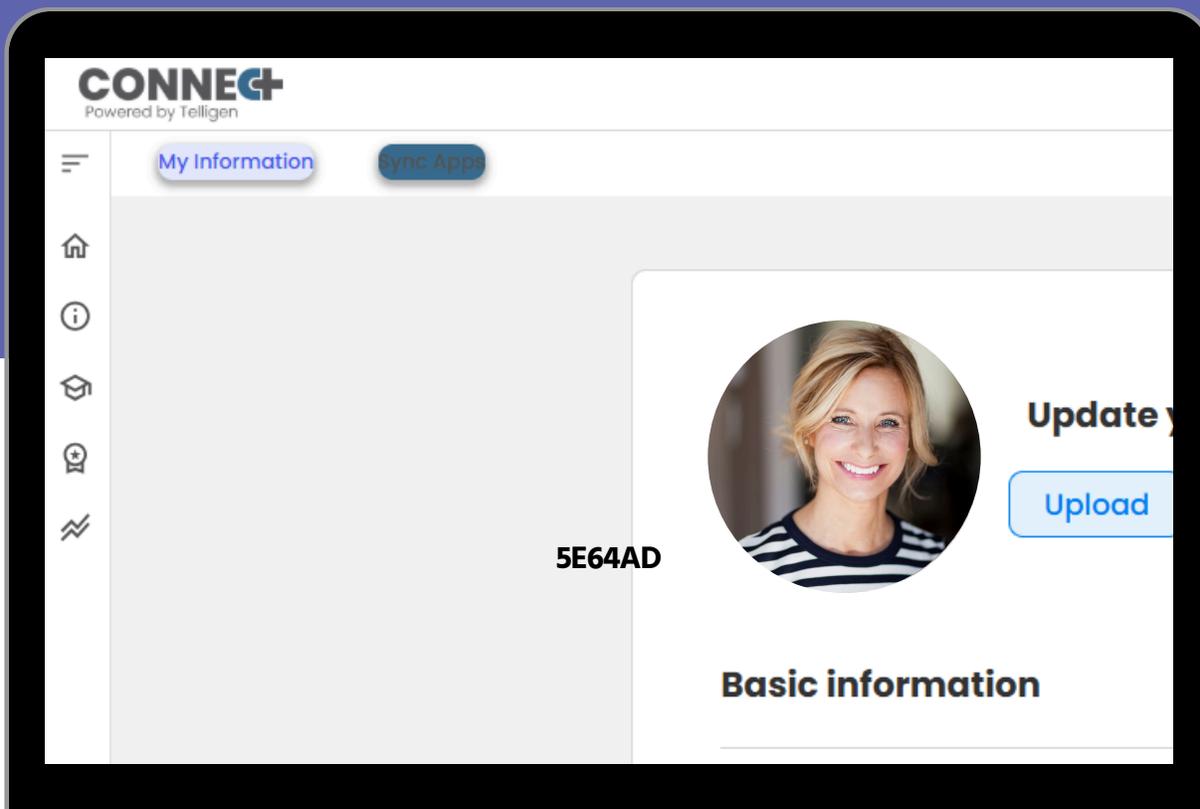
LEAVING A CHALLENGE

1. On the challenge card, click the three vertical dots and select "Leave"



DEVICE SYNCING

The Connect Portal allows members to sync their fitness devices.



SYNCING DEVICES

1. Navigate to your profile.
2. Click the button labeled "Sync App"
3. Locate the device you wish to sync from the list of apps and click the "Connect" button"
4. Follow the instructions given by the app.

