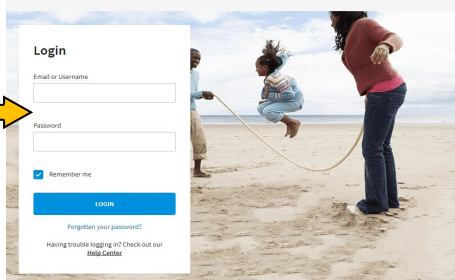


# How to Log in to Wellness Tools

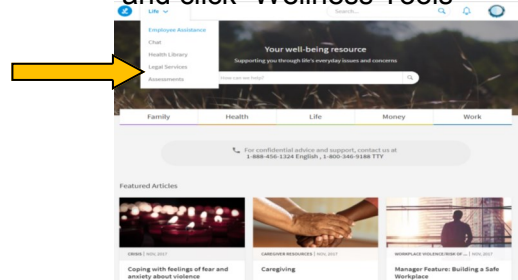
**First time users or new employees go to [bsu.lifeworks.com](https://bsu.lifeworks.com).**

1. User id: ballstate, Password: cardinals

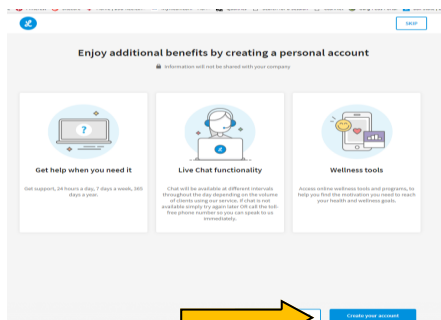


The screenshot shows the login page with a yellow arrow pointing to the "Email or Username" input field. Below it is the "Password" field, a "Remember me" checkbox, and a "LOGIN" button. There are also links for "Forgot your password?" and "Having trouble logging in? Check out our Help Center".

2. Drop down "Life" at the top of the page and click "Wellness Tools"

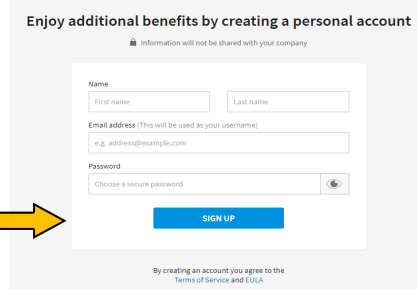


3. Click "Create Your Account"



The screenshot shows the "Create Your Account" page with a yellow arrow pointing to the "Create your account" button. The page features three icons: "Get help when you need it", "Live Chat functionality", and "Wellness tools".

4. Continue to fill out the personal account information

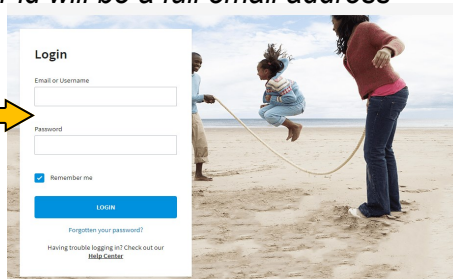


The screenshot shows the personal account information form with a yellow arrow pointing to the "SIGN UP" button. The form includes fields for "Name" (First name, Last name), "Email address", "Password", and "Choose a secure password".

**Returning users go to [bsu.lifeworks.com](https://bsu.lifeworks.com)**

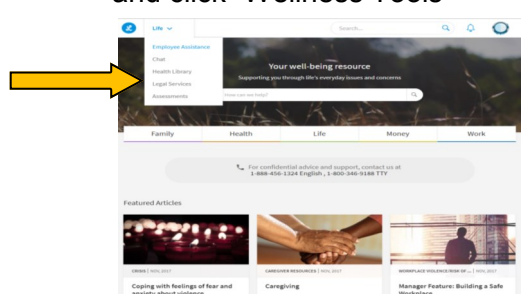
1. Use your personal id/password that you created.

*\*User id will be a full email address\**

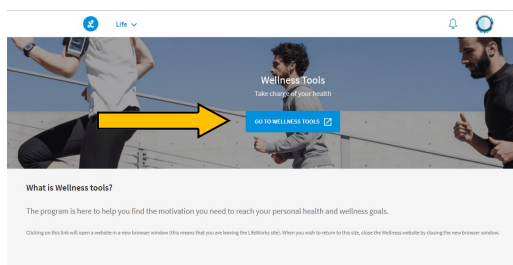


The screenshot shows the login page with a yellow arrow pointing to the "Email or Username" input field. Below it is the "Password" field, a "Remember me" checkbox, and a "LOGIN" button. There are also links for "Forgot your password?" and "Having trouble logging in? Check out our Help Center".

2. Drop down "Life" at the top of the page and click "Wellness Tools"



3. Click on "Go to Wellness Tools"



**If you have received an error message or you have forgotten your username/password, please email [bsu@lifeworks.com](mailto:bsu@lifeworks.com) and they will assist you.**