



Wellness Policy Implementation Reporting Tool

User Guide

Revised February 28, 2017

Nevada School Wellness Policy
School Nutrition Division

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District Users

***All School Districts, Charter Schools, BIE schools and RCCIs must complete this step first.**

Log in:

1. Go to <https://wellness.nv.gov/>
2. Click Log in at the top right corner of the screen
3. Enter your email and password, click login
4. If you forgot your password, click “forgot your password?” and follow the prompts to recover.

Enter/Edit District Wellness Policy Information

1. After login, click on “Dashboard” on the top of the screen.
2. Underneath district user name, select appropriate school year from the scroll down bar, then click the green “update” button.
3. Select the blue “District Goals” button underneath the District Goals section. Here you can edit district goals, policy website, and wellness policy coordinator name, title, and contact information.
4. After every edit, make sure to click “save” at the bottom of the screen.
5. If edits are final, you may click the “submit” button at the bottom of the screen. **Once submitted you may not edit district information.**

Manage User/School Sites

1. After logged in, click on “Dashboard” on the top left corner.
2. Underneath district user name, select appropriate school year from the scroll down bar, then click the green “update” button.
3. Underneath Manage Users you make click the “Search” button to see all active school sites/users or you can search user by entering last name and then clicking “search”.
4. Once specific user is selected, click “edit” on the right side of screen. On this page you can edit name of user, system roll, set password, and select schools in which the user is responsible for.
5. After editing user information, click the gray “update” button.
6. To add additional users, click the blue “add” button under the Manage Users section.
7. Once new user information is entered, click the gray “create” button to establish that user in the system.

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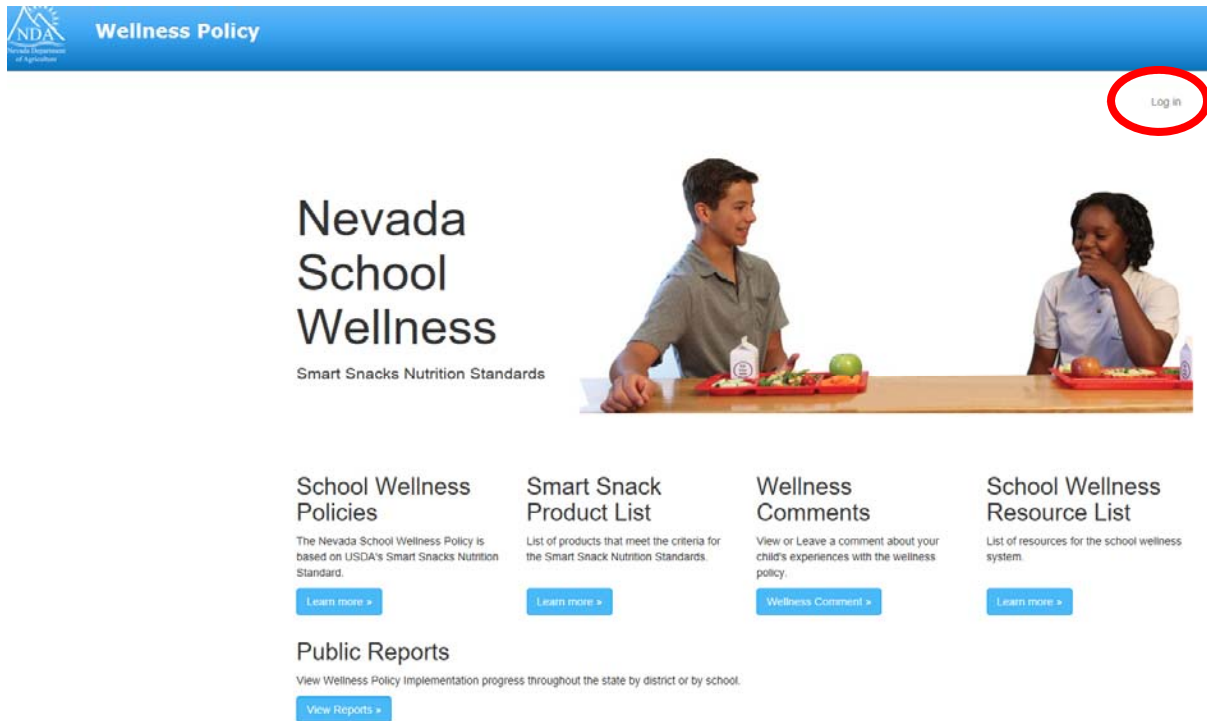
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District User

Login:

1. Go to <https://wellness.nv.gov/>
2. Click “Log in” at the top right corner of the screen.



3. Enter your email and password, click login



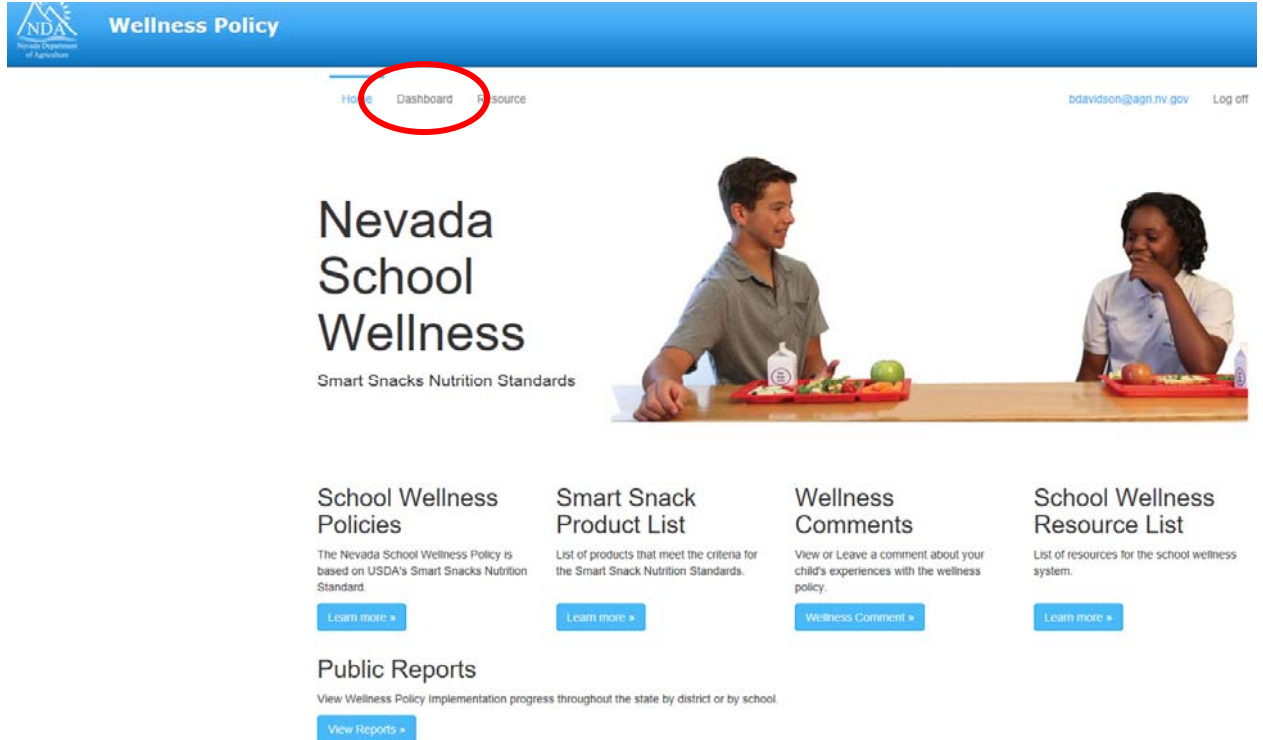
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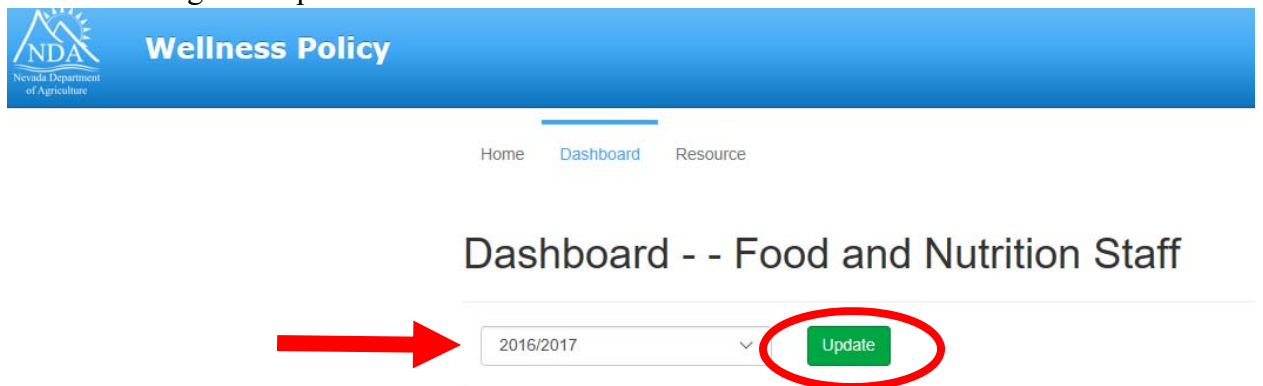


Enter/Edit District Wellness Policy Information

4. After login, click on “Dashboard” on the top of the screen.



5. Underneath district user name, select appropriate school year from the scroll down bar, then click the green “update” button.



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6. Select the blue “District Goals” button underneath the District Goals section. Here you can edit district goals, policy website, and wellness policy coordinator name, title, and contact information.

Dashboard - Carson City School District - District User

2016/2017

District Goals

Manage Users

Schools

Reports

Wellness Comments

7. After every edit, make sure to click “save” at the bottom of the screen.
8. If edits are final, you may click the “submit” button at the bottom of the screen. **Once submitted you may not edit district information.**



<input type="text"/>
Coordinator Phone
<input type="text"/>
Coordinator Email
<input type="text"/>



Manage User/School Sites

3. Underneath Manage Users you make click the “Search” button to see all active school sites/users or you can search user by entering last name and then clicking “search”.

Manage Users

Reports

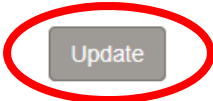
4. Once specific user is selected, click “edit” on the right side of screen. On this page you can edit name of user, system roll, set password, and select schools in which the user is responsible for.

Title	Phone	SponsorName	
User Manager	775-283-1103	Carson City School District	 Edit
User Manager	775-283-1005	Carson City School District	Edit
User Manager	775-283-1403	Carson City School District	Edit
User Manager	775-283-1205	Carson City School District	Edit
...

5. After editing user information, click the gray “update” button.

Login / Password

Send Password Set/Reset Email



- To add additional users, click the blue “add” button under the Manage Users section.

Manage Users

- Once new user information is entered, click the gray “create” button to establish that user in the system.

User Information

First Name	Last Name	Title	PI
<input type="text"/>	<input type="text"/>	User Manager	<input type="checkbox"/>

Security

System Role

District User School User

Login / Password

Password	Email
Send Account Password Setup to User <input type="checkbox"/>	<input type="text"/>

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Site/School User

Log in

1. Go to <https://wellness.nv.gov/>
2. Click “Log in” button on the top right of screen.
3. Enter in email and password, click “Log in”.
4. If you forgot password, click “Forgot your password?” and follow prompts to recover.

Enter in Site/School Information:

1. Once logged in, click “Dashboard”.
2. Select year from the scroll down box, click the green “Update” button.
3. Under the Schools Section, click the blue “View/Edit” button.
4. Make sure the correct school is listed for the questions you are answering, click “New”.
5. Answer the questions as it pertains to your school site. Make sure to answer the questions under the Goals, Policy, and Questions tab.
6. Once questions are completed, click the gray “Save” button at the bottom of the screen.
7. After all edits have been made, click the “Submit” button at the top of the page. **Once submitted, answers cannot be changed.** The screen will then prompt you to the click “Submit” again.
8. After submission, the screen will prompt you to the School/Site Submission Status. Here, all current and past submissions can be viewed.

View Reports

1. After log in, select “Dashboard” on the top left of screen.
2. Under the Reports Section, click “View”
3. If no reports are available for the Site/School, click “Return to Reports”. This page will let you select the year and district site in which you want to view report.
4. Once year and district are selected, click “View Report”
5. To print report, press Ctrl + P on your keyboard.

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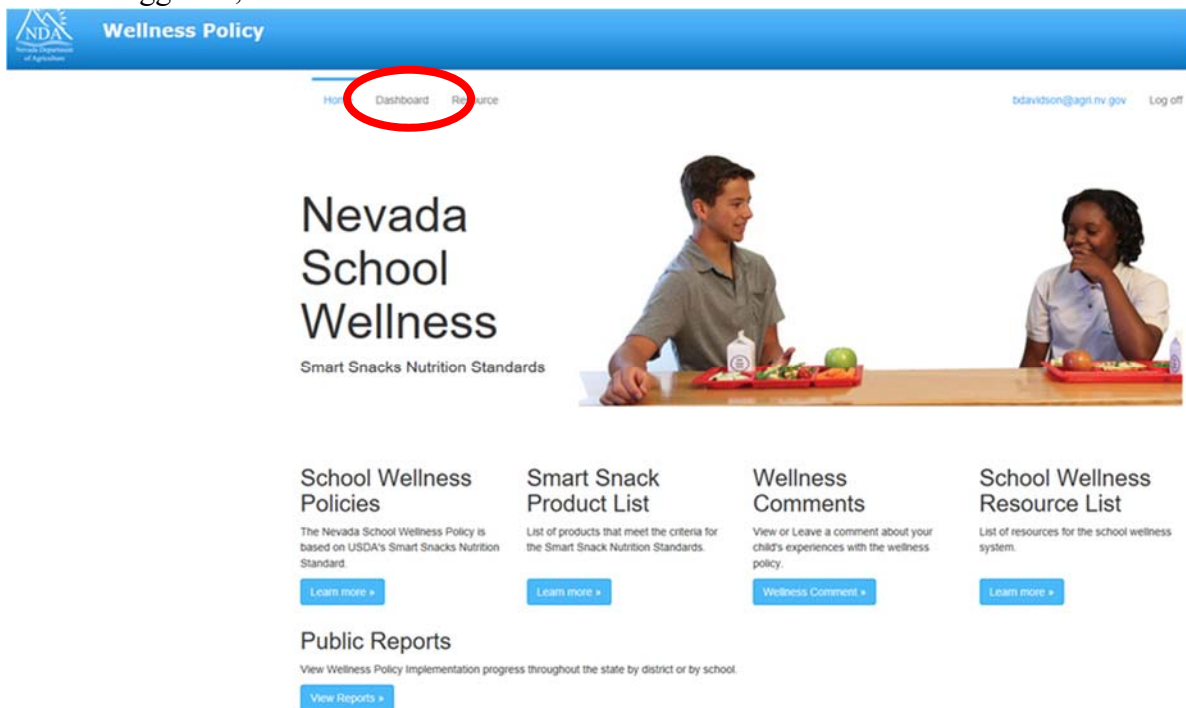


School User

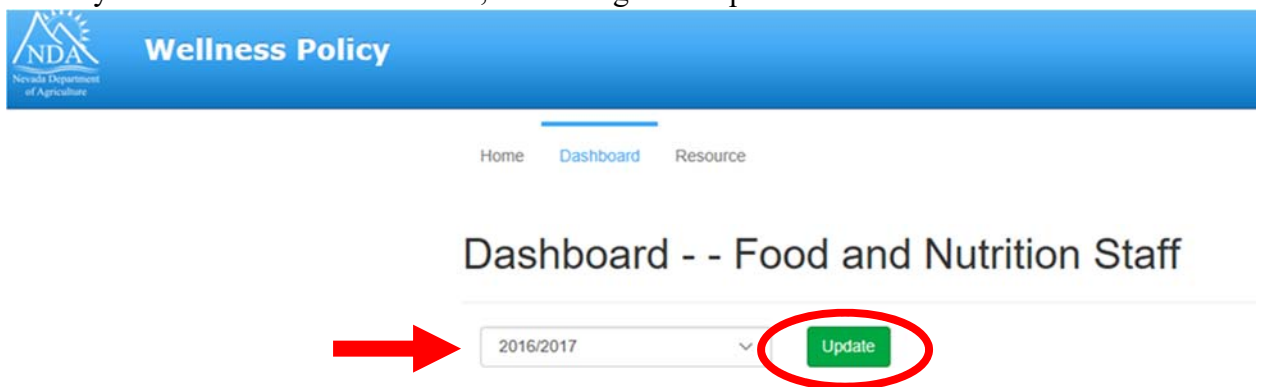
Login: Follow steps pictured in page 4

Enter in Site/School Information:

1. Once logged in, click “Dashboard”.



2. Select year from the scroll down box, click the green “Update” button.



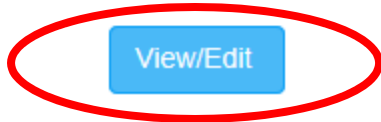
- Under the Schools Section, click the blue “View/Edit” button.

2016/2017 ▼ Update

District Goals

There has been no district goals submitted for this fiscal year.

Schools



- Make sure the correct school is listed for the questions you are answering, click “New”.

Sites/Schools Submission Status

Site Name	SponsorName	Status	School Year	Last Updated	Action
Seeliger ES			2016		New

- Answer the questions as it pertains to your school site. Make sure to answer the questions under the Goals, Policy, and Questions tab.

Status	Date Submitted

Goals Policy Questions

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- Once questions are completed, click the gray “Save” button at the bottom of the screen.

Did this school accomplish this goal?	<input type="radio"/> Yes <input type="radio"/> No
Explanation/Notes:	<input type="text"/>



[Back to List](#)

- After all edits have been made, click “Submit”. **Once submitted answers cannot be changed.** The screen will then prompt you to press “Submit” again.

Goals Policy Questions **Submit**

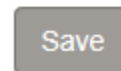
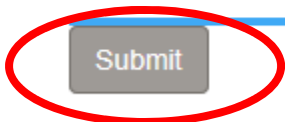
Goal 1

District Goal:

List the events or activities that occurred during the 2016 /2017 school year in support of this goal.

Status	Date Submitted
Open	3/1/2017 8:43:40 AM

Goals Policy Questions **Submit**



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- After submission, the screen will prompt you to the School/Site Submission Status page. Here all current and past submission can be viewed.

Sites/Schools Submission Status

Carson City School District

Site Name	SponsorName	Status	School Year	Last Updated	Action
Seeliger ES	Carson City School District	Submitted	2014	5/20/2015 12:01:53 PM	View
Seeliger ES	Carson City School District	Submitted	2015	5/23/2016 12:03:02 PM	View
Seeliger ES	Carson City School District	Open	2016	3/1/2017 8:42:49 AM	Edit
Seeliger ES	Carson City School District	Submitted	2016	3/1/2017 8:48:05 AM	View

View Reports

- After log in, select “Dashboard” on the top left of screen.

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2. Under the Reports Section, click “View”

District Goals

There has been no district goals submitted for this fiscal year.

Schools

[View/Edit](#)

Reports

Answer Report

[View](#)

3. If no reports are available for the Site/School, click “Return to Reports”. This page will let you select the year and district in which you want to view a report for.

[Home](#) [Dashboard](#)

No Results Were Found For Seeliger ES

[Return to Reports](#)

4. Once year and district are selected, click “View Report”.

District Report

The District Report displays cumulative information of all schools in a selected district.

Year:

District:

[View Report](#)

School Report

The School Report displays detailed information of a particular selected school.

Year:

District:

Schools:

5. To print report, press Ctrl + P on your keyboard.

