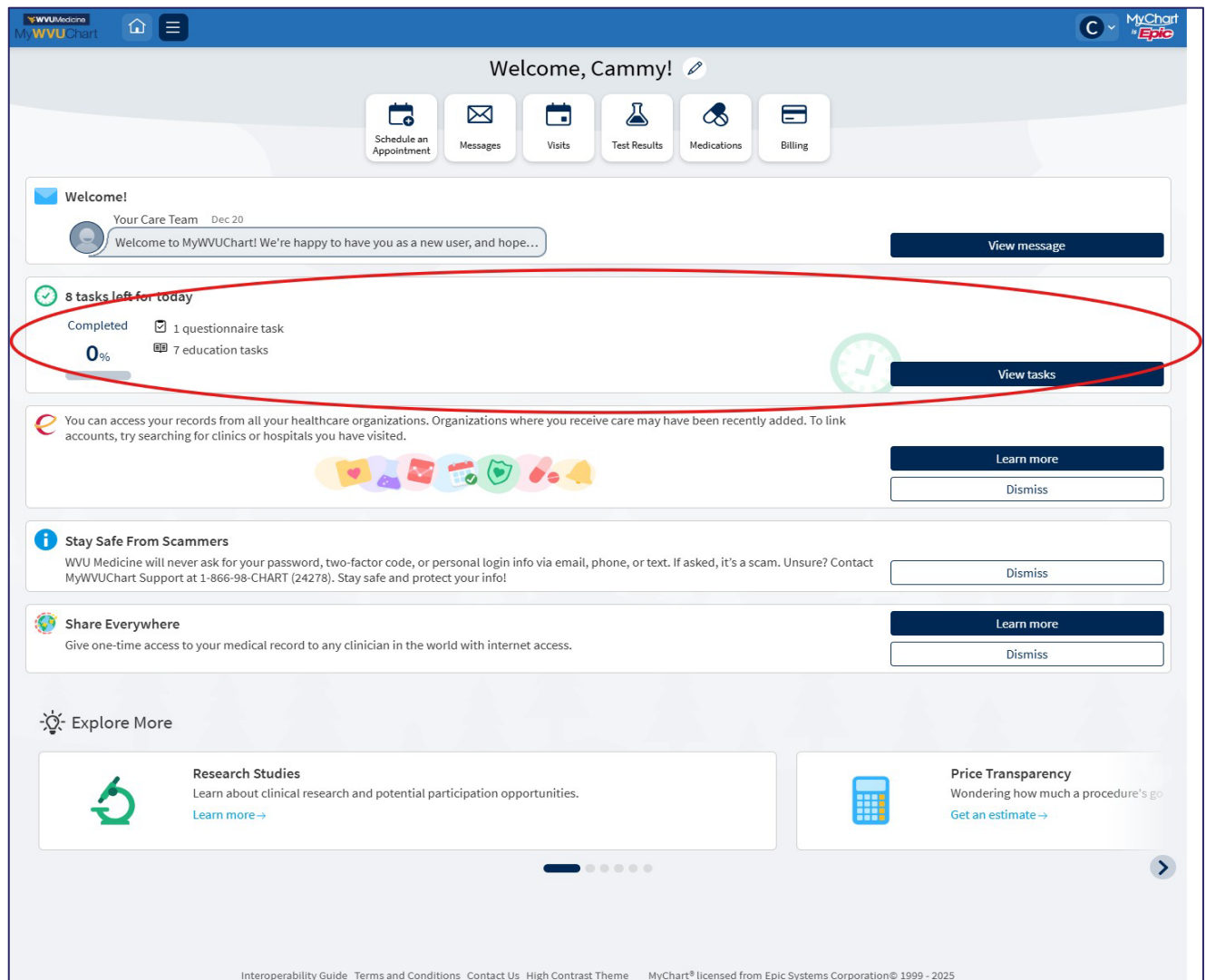
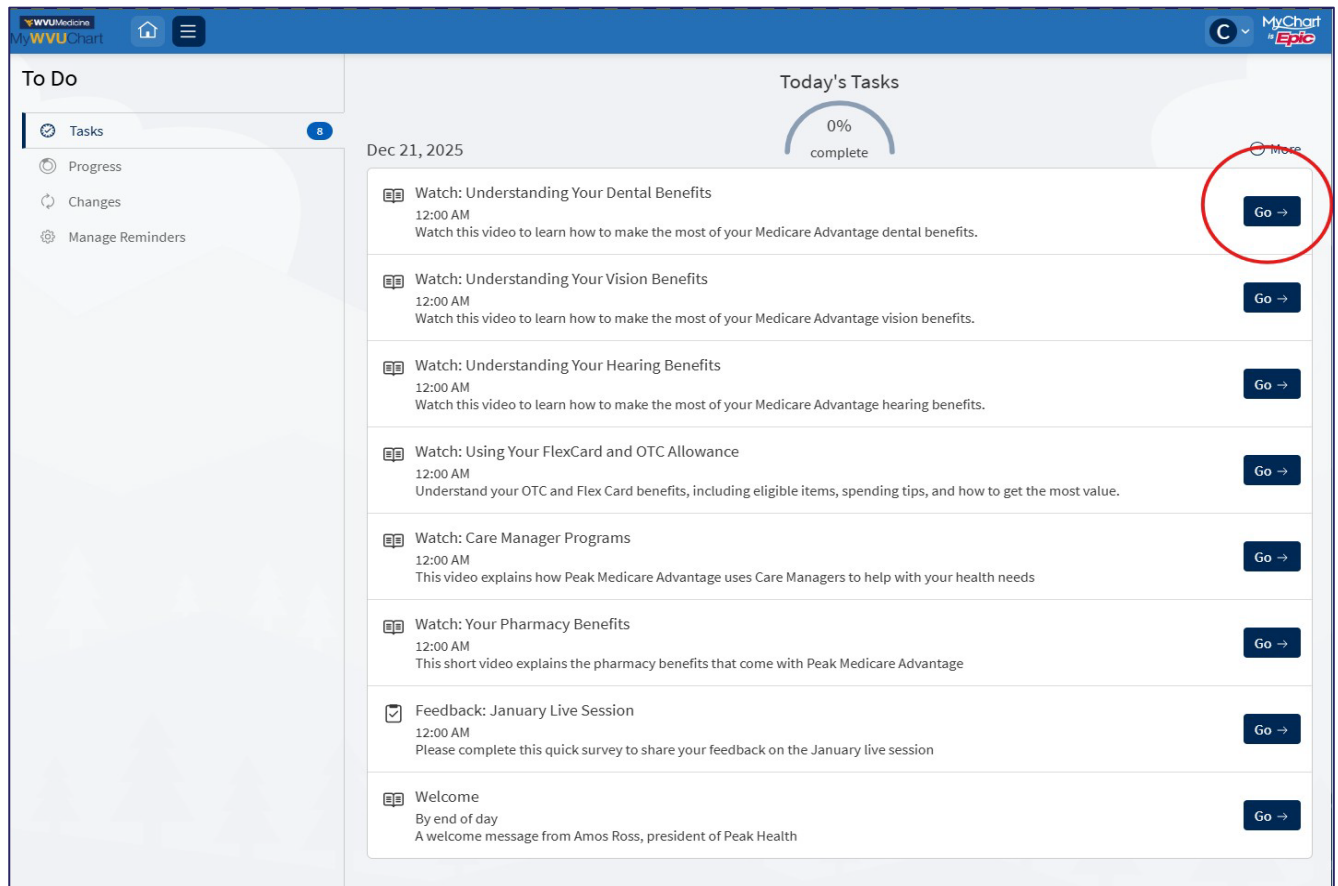


Aging Well Care Companion: Tip Sheet

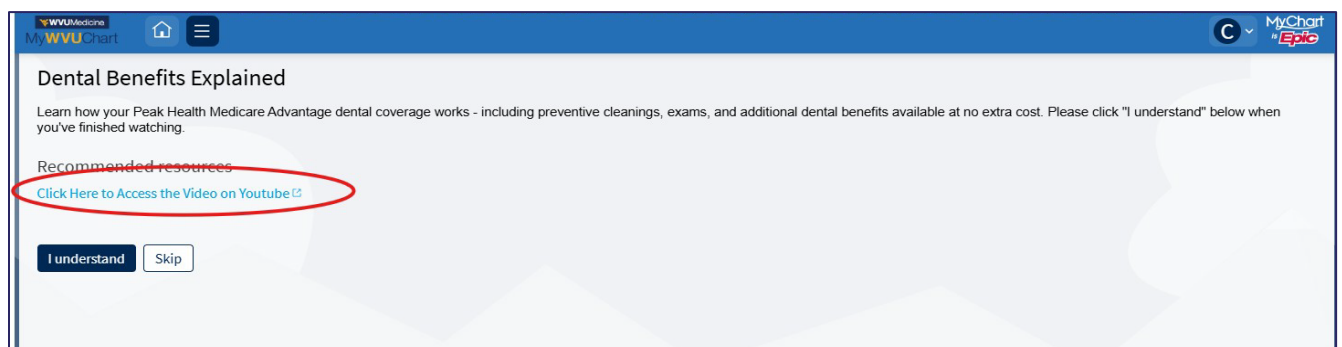
1. From your MyChart or MyPeak web browser, assigned tasks can be located by selecting the **“View tasks”** option on the home page.



2. Selecting “**View tasks**” will take you to the To Do List. This section neatly sorts assigned tasks. Incomplete tasks previously assigned can also be accessed from this section.

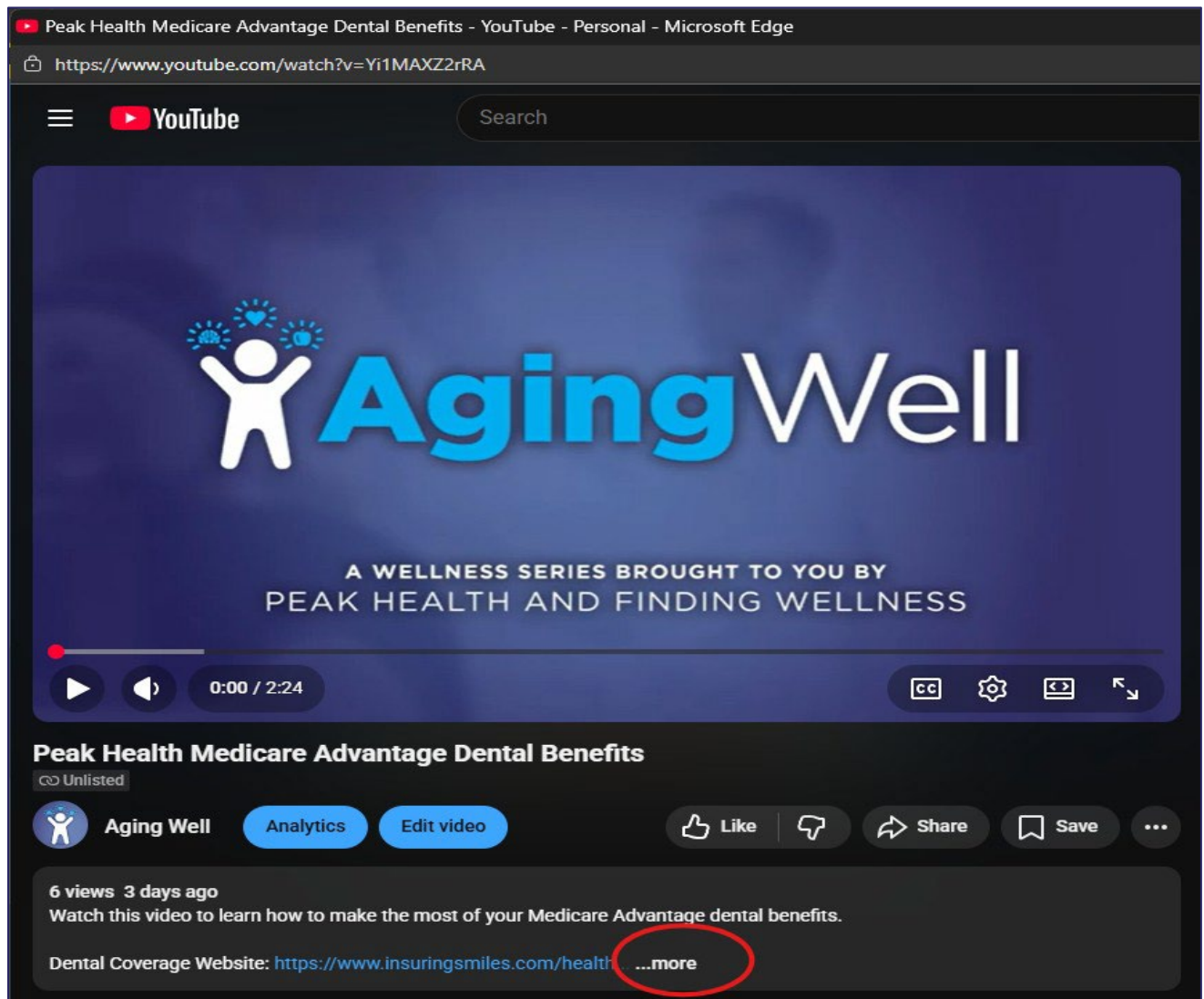


3. Selecting “**Go →**” will take you to the educational assignment.

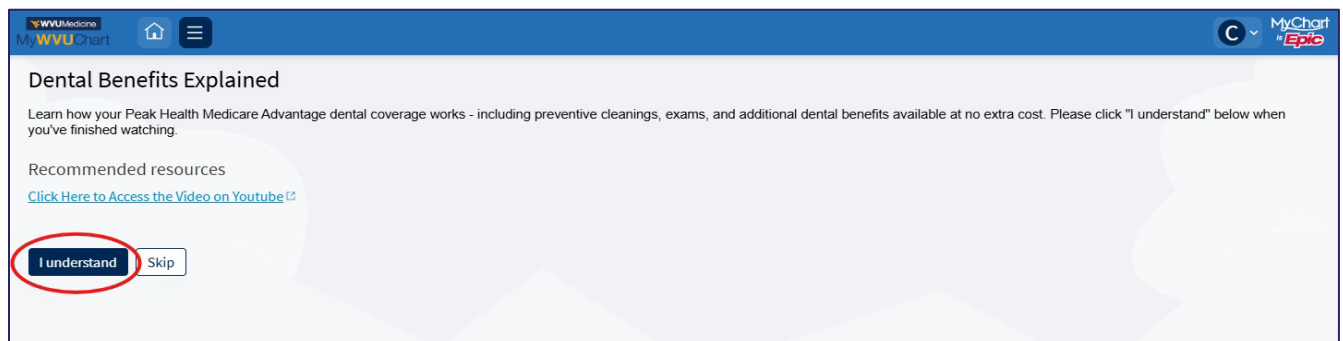


4. From here, a link to either YouTube (for on demand content) or Microsoft Teams (for live sessions) will be provided. Clicking the link will open a new browser window.

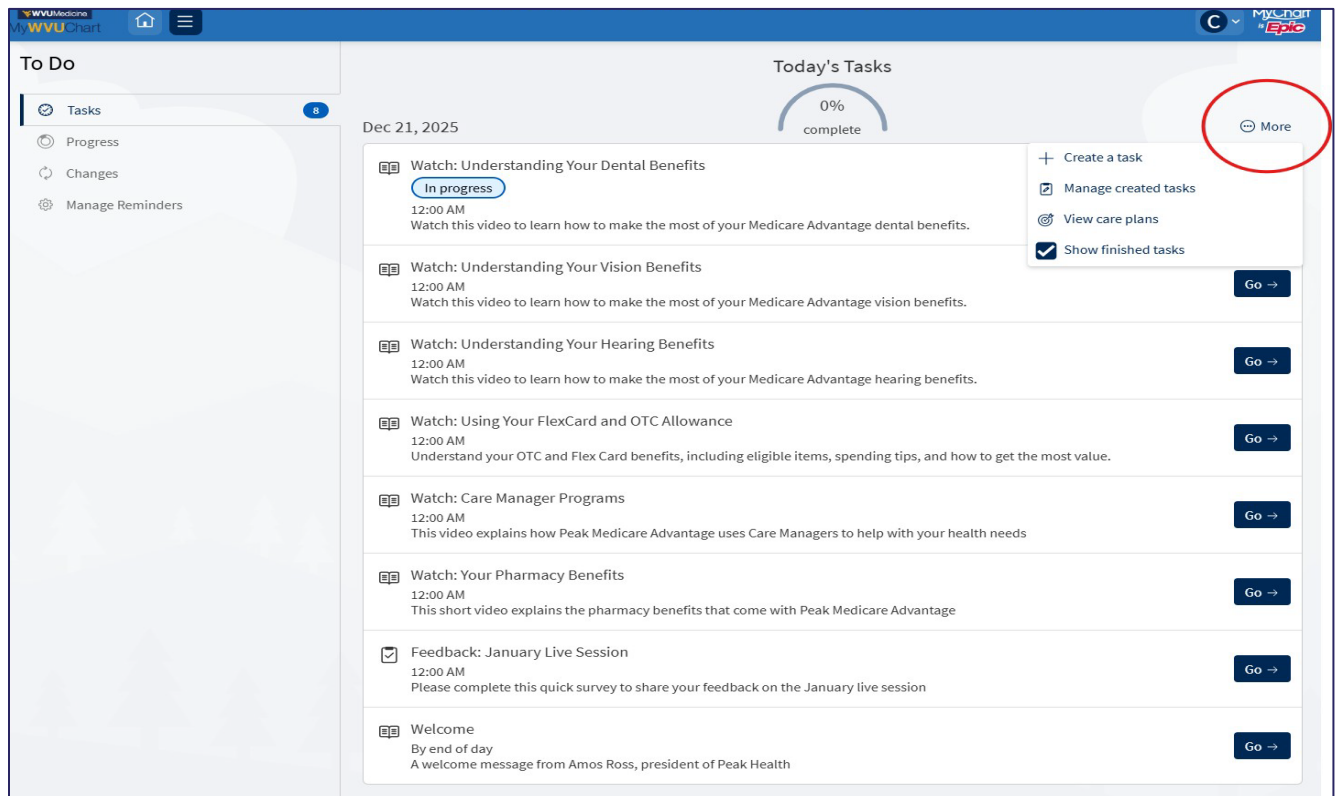
5. If web pages or contact options are mentioned in the YouTube video, selecting “...more” in the video description will display them.



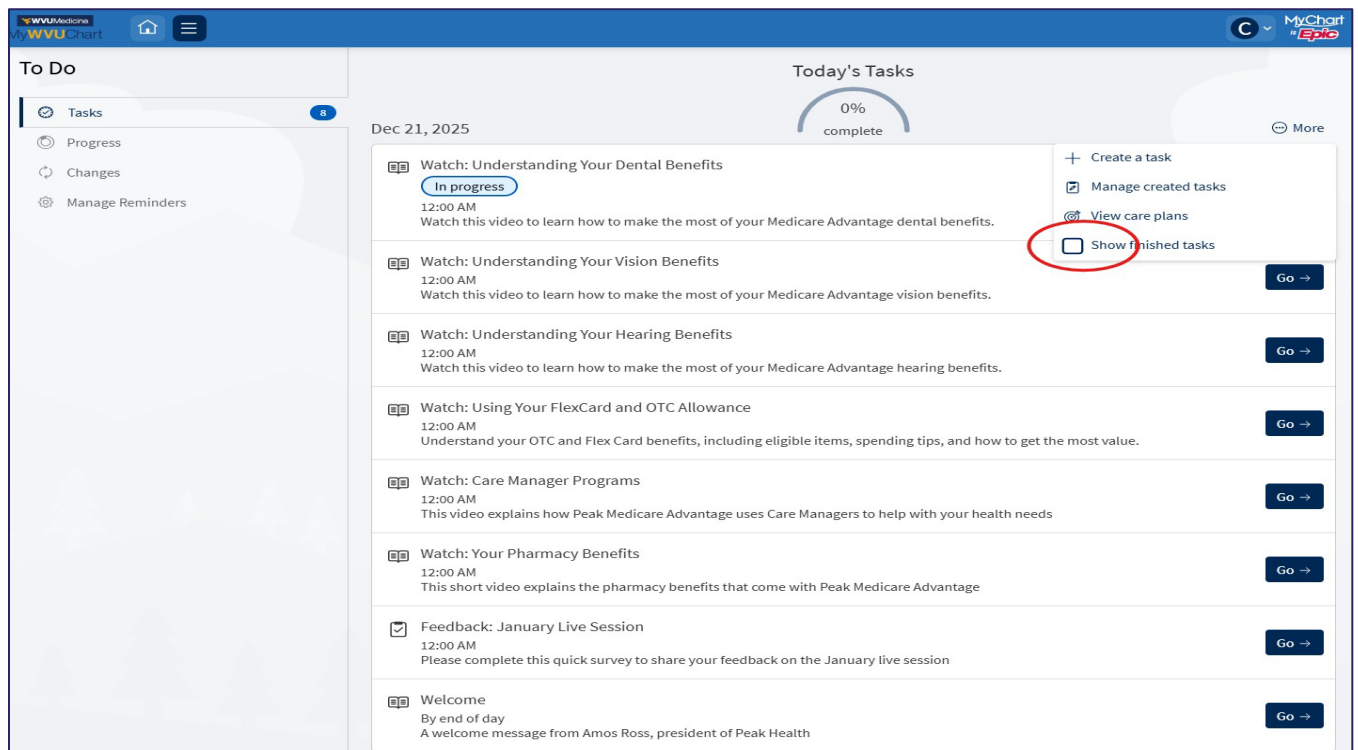
6. When you have completed the video or live session, returning to the education section and selecting “I understand” will complete the task. If you choose not to participate in a live session. Selecting “Skip” will also complete the task.



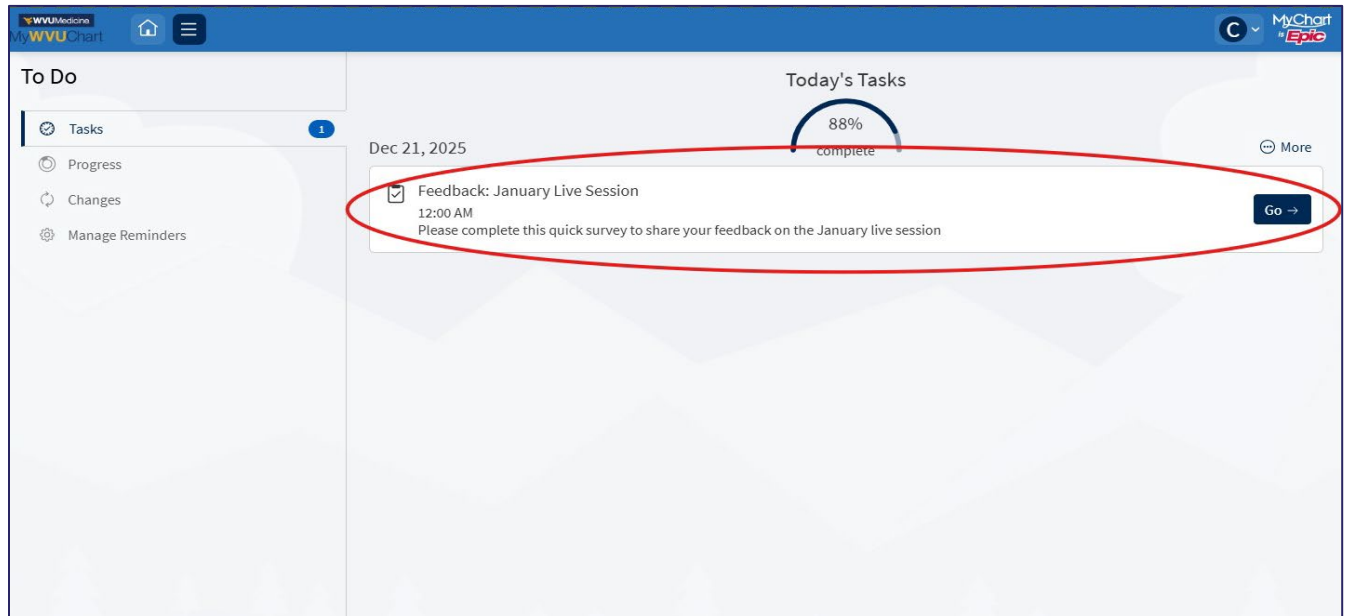
7. To clean up your To Do List, there is an option to hide finished tasks. This can be found by selecting the **“More”** options section at the top left of the page.



8. Unselect **“Show finished tasks”** to hide them.



9. Once you have completed the educational content, please fill out a monthly survey to help guide the future content of this course.



10. Selecting the “Go →” option for the Feedback task will open a survey.

The screenshot shows the 'January Feedback' survey form. The title is 'January Feedback' and the subtitle is 'For the To Do task Feedback: January Live Session'. A note states '* Indicates a required field.' The survey is divided into sections: 'Dental' with the question '* Did you watch the Dental Benefits on demand video?' and 'Yes'/'No' buttons; 'Hearing' with the question '* Did you watch the Hearing Benefits on demand video?' and 'Yes'/'No' buttons; 'Vision' with the question '* Did you watch the Vision Benefits on demand video?' and 'Yes'/'No' buttons; 'Care Management' with the question '* Did you watch the Care Management on demand video?' and 'Yes'/'No' buttons; 'FlexCard and Over the Counter' with the question '* Did you watch the Flex Card on demand video?' and 'Yes'/'No' buttons; and 'Pharmacy' with the question '* Did you watch the Pharmacy Benefits on demand video?' and 'Yes'/'No' buttons. At the bottom left is a 'Continue' button. The top navigation bar is identical to the previous screenshot.

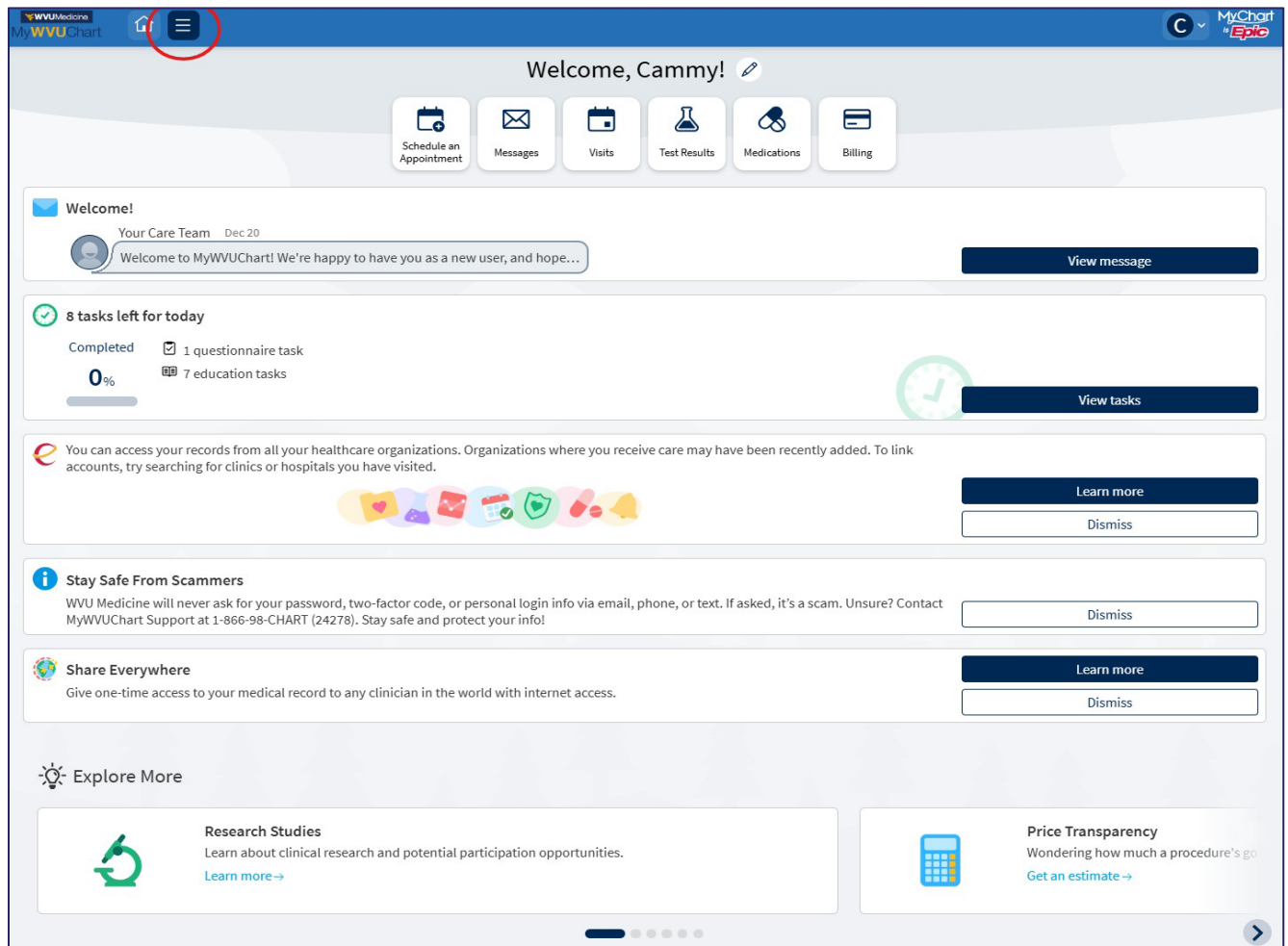
11. Selecting “Yes” will open a smaller sub-questionnaire.

The screenshot shows the 'January Feedback' form for the 'To Do task Feedback: January Live Session'. The form is titled 'January Feedback' and includes a sub-header 'For the To Do task Feedback: January Live Session'. A note states '* Indicates a required field.' The form is divided into sections: 'Dental', 'Hearing', 'Vision', 'Care Management', and 'FlexCard and Over the Counter'. Each section has a question about watching a video on demand, with 'Yes' and 'No' buttons. The 'Yes' button for the 'Dental' section is highlighted with a red circle and a red arrow pointing to it. Below the 'Dental' section, there are three more questions: 'Was the information relevant to you?', 'How helpful did you find the content?', and 'Would you recommend this session to others?'. The 'How helpful' question has four buttons: 'Very Helpful', 'Helpful', 'Neutral', and 'Not Helpful'. The 'Would you recommend' question has 'Yes' and 'No' buttons. At the bottom of the form, there is a text input field for 'Any comments or suggestions?'.

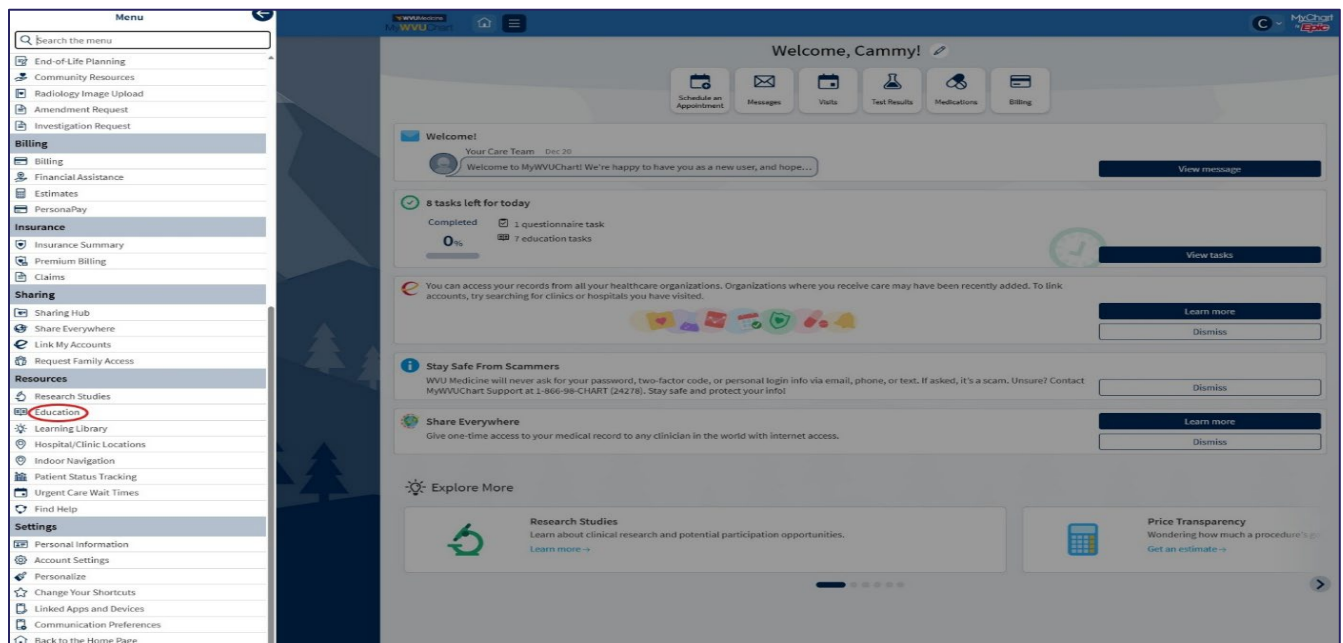
12. This task will be completed when either “Submit” option is selected.

The screenshot shows the 'January Feedback' form, which is now at the bottom of the page. The form is titled 'January Feedback' and includes a sub-header 'For the To Do task Feedback: January Live Session'. Below the sub-header, there is a text input field for 'Submit your responses. Or, review first and then submit.' The 'Submit' button is highlighted with a red circle. Below the 'Submit' button, there is a 'Responses' dropdown menu. The 'Submit' button is also highlighted with a red circle. Below the 'Submit' button, there is a 'Back' button.

13. To access completed or skipped tasks after they've been removed from your To Do List, select the icon for **"Menu"** from the MyChart or MyPeak home page.



14. From the menu, scroll down until you reach the Resources section, and select **"Education"**.



15.The content will be sorted by month presented for easy access.

