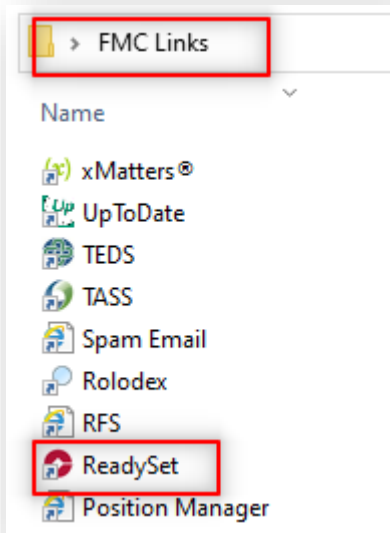


**To open ReadySet outside of an email link:**

1. Open **FMC Links** folder on the Desktop:



2. Click on the **ReadySet** icon:

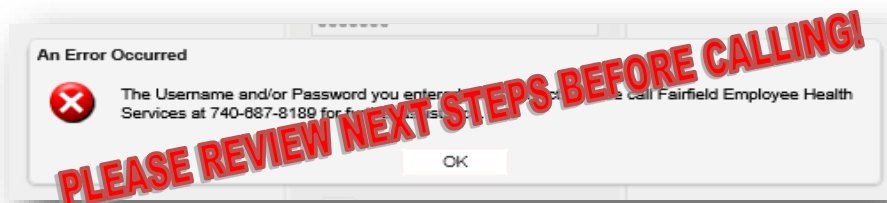


**Login Screen:**

1. Type in Username and Password  
 \*Instructions to reset username and / or password on next page\*
  
2. **DO NOT** click the "New User" link!  
 \*Call x8189 if needing to set up a new account\*



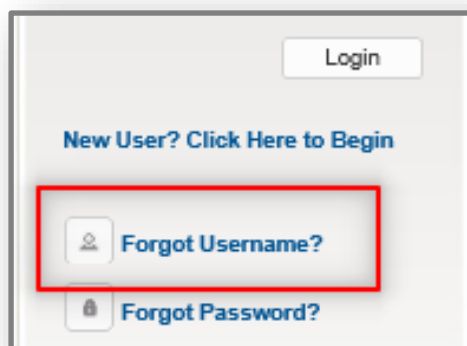
**If unsure of Username or Password (and/or typed it incorrectly), an error will appear instructing you to call Employee Health.**



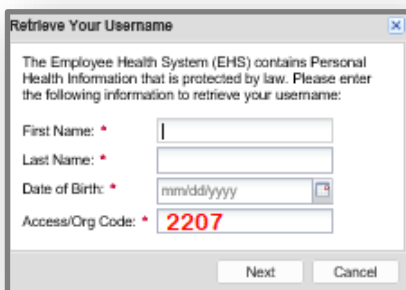
If you forgot your **Username:**



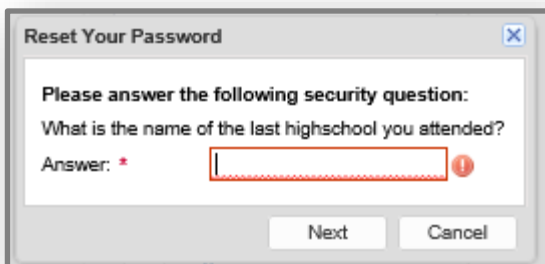
Click on the "Forgot Username" link



1. Type in First & Last Name, DOB, and Access/Org Code (FMC's code is 2207)



2. Answer Security Question; click Next.



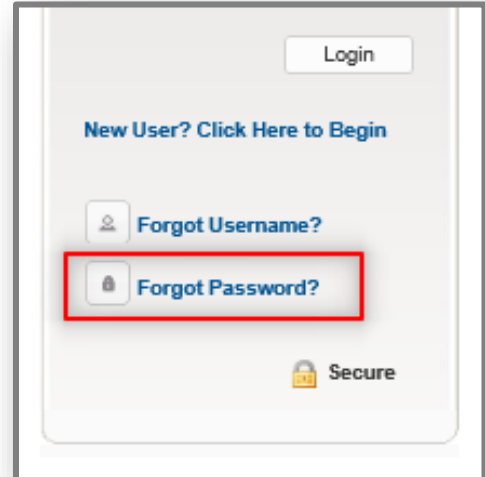
3. Username will display



If you forgot your **Password:**



Click on the "Forgot Password" link



**1. Type in Username and Date of Birth**

**2. Select to "Reset your password online"**

**Note:** Please refrain from resetting by email address at this time

**3. Answer Security Question**

**4. Type in and verify New Password**

**Password Requirements**

- At least 8 characters
- Must also Include:
  - capital letter
  - symbol
  - number