

ReadySet Instructions | COVID Vaccine for Non-THR Employees

Login in to <https://texashealth.readysetsecure.com>

1. Click on 'New User' link
2. Type:
 - Access/Org field code: **1107**
 - Program type: Non-Employee
 - Type security code as shown through authentication code generator
 - First and last name
 - Birth date in the MM/DD/YYYY format
 - Enter your birthday in the MMDDYYYY format in the Employee ID box
 - Enter your last 4 digits of your Social Security number
 - Click the drop arrow box and click "Non-Employee" for Population Type
 - Enter your state and zip code in the appropriate field
 - Click on Next
 - Enter: Gender, SSN, Location: Southwestern Health Resources, Home Address, City, Phone and Email
 - Click on Next
 - Select a user ID that you will retain for future use
 - Select your password that you will be able to recall for future use
Your password must have 1 capital letter, 1 lower case letter, 1 number and one of the following marks (!, \$, %, @) example: Office1!
 - Click on the drop down arrows and select 3 security questions and type in the answers
 - Click next
3. You should now be in the ReadySet portal.
 - Click the first bullet point link that states 'Click here to complete pending surveys and questionnaires'
 - You should see **COVID-19 (SARS-CoV-2) immunization survey** indicated with a red "Incomplete" to the right of survey name. **You will only fill out this one survey. Please do not fill out any of the other surveys on the page.** If you do not see the survey, you will need to contact Employee Health to have that survey added. Once you click on the survey you will need to:
 - a. Answer the questions to the right of the page.
 - b. When finished, click Submit Final. (If you check save, it will store the information for you to come back to if you need to temporarily stop the survey but will not send it to complete the survey.) If you attempt to submit and are prompted that you must answer all questions in red, scroll back to the top to find any questions in red. If you do not see any questions in red, scroll over to the right. There you will find an Open link. Click on the Open link to continue to answer any questions remaining.
 - Be sure you click "Submit Final" when you are finished with each survey. You will receive a prompt that asks you to verify you want to now submit the survey. Once your survey is submitted, the red 'incomplete' will have been replaced with a green "Complete."
 - You do not need to print the survey to bring with you to your appointment.
 - For problems with technical issues, please call 972-747-4357 to get assistance from the THR service desk.