REGISTRATION PORTAL INFORMATION FOR VIRTUAL PROGRAMS

As of August 31, 2020, Employee Health and Wellbeing is back to using the Registration Portal to streamline all virtual wellbeing programs and fitness classes where employees, retirees, and their spouse can register for programs all semester long on one single platform. By utilizing CAS, the Registration Portal protects our virtual programs from unwanted and disruptive intrusions made by hackers, which can possibly occur while using Zoom.

VIRTUAL FITNESS CLASS REGISTRATION INFORMATION

To sign up for an Employee Health and Wellbeing fitness class, please go to the Registration Portal and log in with CAS credentials.

- On the home screen, select “Employee Wellbeing Fitness Classes” to view our current list of virtual fitness classes.
- Scroll down list and select on the specific class you are wanting to attend.
- Please select “Register,” “Accept” the waiver, and “Checkout” to complete registration.

Registration opens 24 hours before the start of class and closes 1 minute prior to the start of class.

- After registration, all guests will receive an email confirmation with a personal Zoom meeting link to enter the class. This link is specific to each guest and cannot be shared.

Guests must join within the check-in period of 15 minutes before class and 5 minutes after the class has started. For safety reasons, we cannot let participants into classes later than 5 minutes after the designated start time.

- To join the fitness class, all guests must click on the link provided in the email confirmation receipt.
- If not already logged into the Registration Portal, the link will direct you to the Portal to log in and provide your CAS credentials again.
- Select the bell icon in top right corner to view your notifications. In the dropdown menu, select “Join Session” to enter fitness class.

If unable to join a class, please try our on-demand fitness classes by visiting the Employee Health and Wellbeing Fitness Class Channel on UD Capture to exercise anytime and anywhere.

- For more information or questions, please visit our website or email us at wellbeing@udel.edu.
VIRTUAL WELLBEING PROGRAM REGISTRATION INFORMATION

To sign up for an Employee Health and Wellbeing program, please go to the Registration Portal and log in with CAS credentials.

- On the home screen, select “Employee Wellbeing Programs” to view our current list of virtual programs.
- Scroll down list and select on the specific program you are wanting to attend.
- Please select “Register,” and “Checkout” to complete registration.

After registration, all guests will receive an email confirmation with a personal Zoom meeting link to enter the class. This link is specific to each guest and cannot be shared.

- To join the session, all guests must click on the link provided in the email confirmation receipt.
- If not already logged into the Registration Portal, the link will direct you to the Portal to log in and provide your CAS credentials again.
- Select the bell icon in top right corner to view your notifications. In the dropdown menu, select “Join Session” to enter fitness class.

For more information, please visit our website or email us at wellbeing@udel.edu.

CANCELING YOUR REGISTRATION

If guests are unable to attend the program any longer, guests must cancel their registration through the Registration Portal.

- Click on your username at the top right of the page
- Click "Profile" from the dropdown
- Click "Programs" from the list on the left of the page
- Click "Cancel" for the class reservation you no longer want to attend