Guides to Completing Assessment & Completion of Verification

1. To begin the assessment, click the “I have not completed the eCHECKUP TO GO previously” tab.

2. The next screen will provide you with a User ID number. Be sure to write the number provided, as you will need the number to access your assessment at a later time.

3. Begin the assessment.

4. When finished with the assessment, you will be directed to the resource page.
5. You will then need to click the tab “print results”

6. Once your results have been printed, you need to verify your completion by clicking the tab “verify completion of your eCHECKUP TO GO”

7. Once you have selected “verify completion of your eCHECKUP TO GO”, you will need to complete the short-answer questions.
7. After you have completed those steps, you will need to meet with Health Promotion to discuss your results.

   a. Email Gretchen Otto, Alcohol & Other Drug Education Graduate Assistant at healthpromotionga2@winona.edu to set up an appointment.
   b. Failure to verify completion and personal reflection questions prior to meeting with Health Promotion, will require you to reschedule your appointment with Health Promotion.
   c. You will need to bring your printed results along with you to your meeting with Health Promotion.

For more assistance please contact:

**Gretchen Otto**
Health & Wellness Alcohol and Other Drug Graduate Assistant,
Health & Wellness Services Integrated Wellness Center, Room 237
healthpromotionga2@winona.edu
http://www.winona.edu/healthpromotion