USC Mission: Possible
A six-week, team-based wellness challenge for USC faculty and staff

Sept. 22 – Nov. 6, 2023

Visit: workwell.usc.edu/events/mission-possible/
Are you ready, agents?

Here are the instructions:
Instructions

1. Create a team of four agents, from inside or outside your school or unit.

2. Assign your team’s lead agent. Have the lead register your team by following the instructions on the following slide.

Ready with a team of 4? Great! Still need a team? Feel free to ask in the chat or stay after this session to meet other potential team members! You can also reach out to Suzzane Huynh at sanhuynh@usc.edu for assistance in forming your team.
Lead Agent Instructions - Creating a team

LEAD AGENTS ONLY follow the instructions below:

**2a.** Navigate to the Mission Possible Portal and click “sign up.”

**2b.** Click “Serve as lead agent and create my own team.”

**2c.** Create your team name and enter your information (first name, last name, USC email, 10 digit ID, and create a password).
Lead Agent Instructions – Inviting agent team members

LEAD AGENTS ONLY follow the instructions below:

2d. Navigate to the "Manage My Team" tab.

2e. Click on the "Invite an Agent" button.

2f. Type in your teammates’ complete 10-digit ID or USC email and click the red "Search" icon.

2g. Click the radio dial button by the contact and press the "Send Invitation" button.

Repeat for all your team members. Your team members will receive an email invitation to join your team.
3. Once your lead agent registers the team, you will receive an email to join the challenge.

   * You may decline the invitation here as well but make sure you let your lead know so they can search for another member.

4. Click on the Mission Possible Portal link from that email to create your account and join that team.

5. Your team, first, and last name will be prepopulated. Complete the fields with your **USC email**, **USC 10-digit ID**, and **create and confirm a password** to finish registering.
Instructions - View your team

Once you are registered on a team, you can view your team’s status in the “My Team” tab.

Start tracking your missions by navigating to the “My Missions” tab!
Instructions - Updating your mission totals

1. View your missions* in the “My Missions” tab.
2. Edit missions by clicking on the “pencil” icon.
   2a. Update your mission progress each time you work on the mission.
3. Press “Save”.

* Missions will be released each Friday. Keep an eye out for the weekly email transmission from WorkWell Mission Command for more details and resources to help you complete the mission.

You will receive an email confirmation when your team has successfully completed a mission but continue to update your contributions to exceed your team goal.
Instructions - View your team’s progress

Check your team’s progress by visiting the “My Dashboard” tab.

The more missions your team completes, the greater the reward!
Instructions - Changing your profile picture

1. Click on the carat next to your name in the upper right hand corner.
2. Click on the “My Profile” hyperlink.
3. Upload a file in the “Profile Picture” component and click “Submit.”
Instructions – Update your password

1. Navigate to the **Mission Possible portal** login page.

2. Click on “Forgot your password?”

3. Enter your USC email or 10-digit ID to receive an email with a verification code.

4. Enter the verification code from your email and update your password.
Lead Agent Instructions - Managing the team

**LEAD AGENTS ONLY follow the instructions below:**

**Updating the team name:**

1. Navigate to the "Manage My Team" tab.
2. Edit the team name by clicking on the "pencil" icon.
3. Enter the new team name and press the "Update Team" button to save.
LEAD AGENTS ONLY follow the instructions below:

Editing team member’s missions:

1. Navigate to the "My Team Missions" tab.
2. Select your team member from the drop-down menu.
3. Edit their missions by clicking on the "pencil" icon. Press the "Save" button to save.

*Lead agents can edit their team member’s totals during the week that the mission is active.
Don’t have a team?

Your options:

1. Choose an incomplete team to join via the portal.
2. Create and lead your own team (for any “loose agents” to join).
3. Reach out to Suzzane Huynh to be placed into a team.

Here are the instructions:
1. Navigate to the **Mission Possible Portal** and click “sign up.”

2. Click “Request to Join Existing Team” button.

3. Choose a team from the drop-down menu, then enter your information (first name, last name, USC email, 10 digit ID) to sign up.

The team’s lead agent will receive an email of your request.
Lead Agent Instructions - Accepting team members

LEAD AGENTS ONLY follow the instructions below:

If someone requests to join your team, you will receive an email.

1. From the email, follow the link to navigate to the Mission Possible Portal.
2. Sign in to the portal, if you haven’t already.
3. Navigate to the “Pending Requests” tab.
4. Click “Approve” or “Reject” under the “Action” tab.

Remember you need 4 people to complete a team.
Instructions- Joining an incomplete team

4. If your request is approved by the lead agent, you will receive an invitation to join the team.

5. Click on the Mission Possible Portal link from that email to create your account and join that team.

6. Your team, first, and last name will be prepopulated. Complete your USC email, USC 10-digit ID, and create and confirm a password to finish registering.
Instructions - if you do not have a team

Once you are registered on a team, you can view your team’s status in the “My Team” tab.

Start tracking your missions by navigating to the “My Missions” tab!
Are you ready agents?

First mission will be released September 22.
Questions?

For more information, contact:

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