



USC
WorkWell Center

Sept. 22 – Nov. 6, 2023

USC Mission: Possible

*A six-week, team-based wellness
challenge for USC faculty and staff*

Your mission, should you
choose to accept it...

Visit: workwell.usc.edu/events/mission-possible/

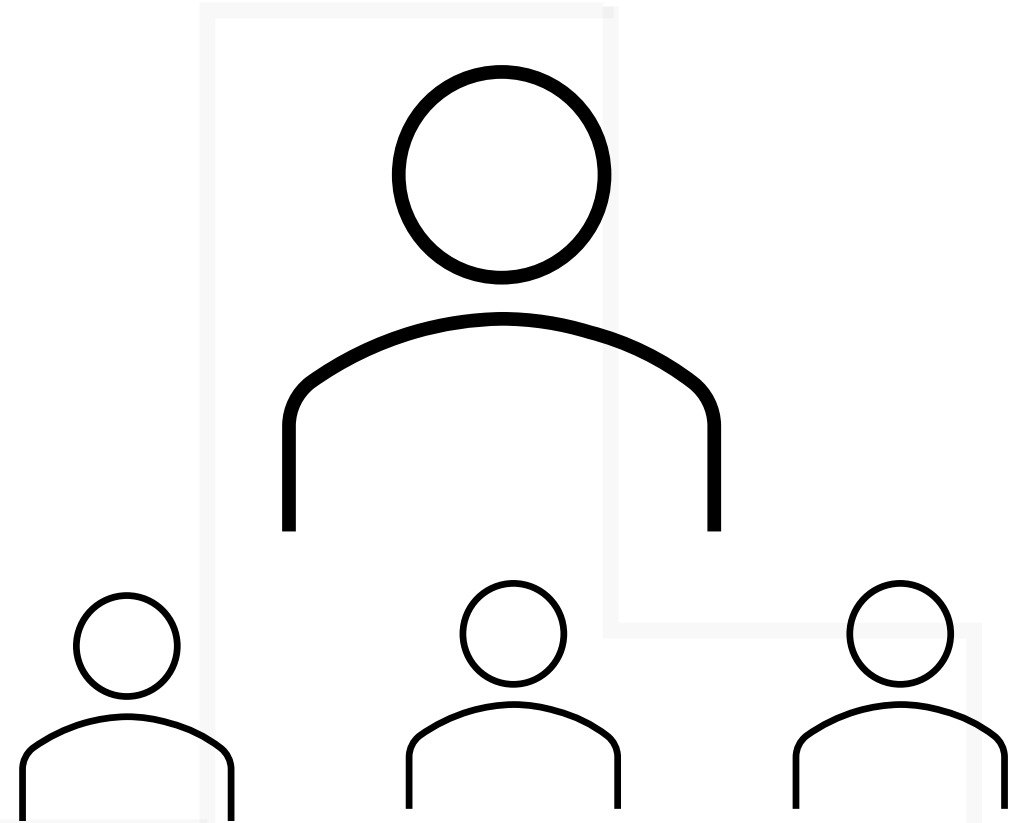


Are you ready, agents?

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).

USC Mission: Possible
Sign in to access your account.
Haven't joined yet? [Sign Up](#)

* Email/USC Net Id
* Password

[Forgot your password?](#)

[Sign in with Email](#)

Participant Registration

What would you like to do?

[Serve as lead agent and create my own team](#) [Request to Join Existing Team](#)

USC Mission: Possible
Sign up using one of these options
Already have an account? [Sign In](#)

[Sign up with Email](#)

* Write your team name

* First Name * Last Name

* Email * USC Id (10 digits)

* Password * Confirm 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.

Mission Possible Fall 2023, Sep 22, 2023 - Nov 6, 2023

Karla Sifuentes

Home My Missions Pending Requests **Manage My Team** My Team Missions My Dashboard

Manage My Team

You may create your Team Name and use the "Invite an Agent" button to invite friends to join your team (up to 4 total team members)

Team Information

Team Name: Health & Well-being Team Lead Agent: Karla Sifuentes

Current Team Members

Suzzane Huynh (sanhuynh@usc.edu) Last Login: Aug 23, 2023 Remove Active Member?

Karla Sifuentes (Lead Agent) (ksifuent@usc.edu) Last Login: Aug 23, 2023

Invite an Agent

Visit the [WorkWell website](#) for more information about programs, services, and resources to support your health & well-being. Email: workwell@usc.edu Phone: (213) 821-0800

Invite Team Member

lcanton@usc.edu

* Select Your Friend

Luis Alejandro Canton - lcanton@usc.edu - 3781044326

Cancel **Send Invitation**

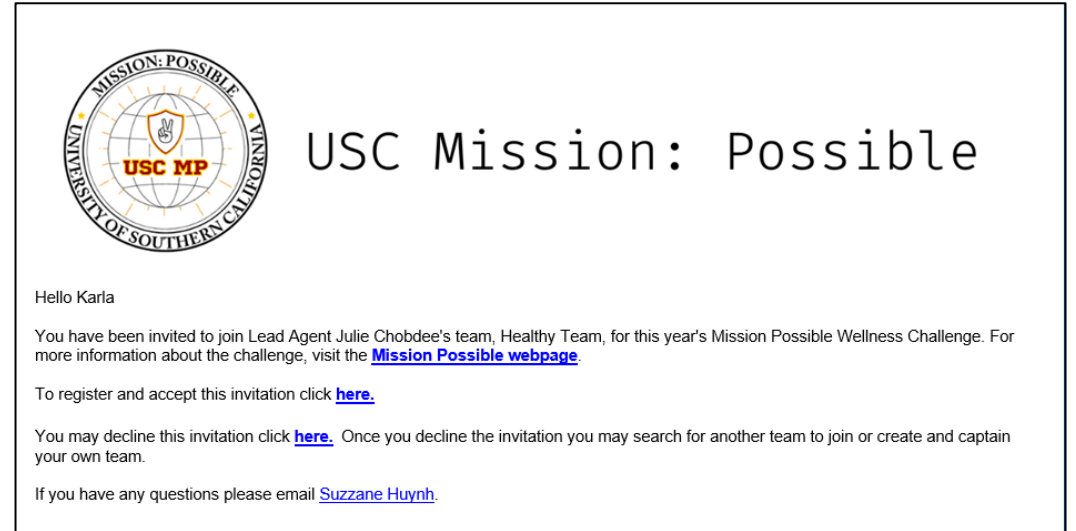
Instructions

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.



The screenshot shows a registration form titled 'USC Mission: Possible' with the subtext 'Sign up using one of these options' and a link 'Already have an account? [Sign In](#)'. The form includes a prepopulated team name 'Maricris Team'. Below this are fields for 'First Name' (prepopulated with 'UAT'), 'Last Name' (prepopulated with 'Four'), 'Email', 'USC Id (10 digits)', 'Password', and 'Confirm Password'. Each field has a red asterisk indicating it is required. At the bottom of the form is a red button labeled 'Sign up with Email'.

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!

MISSION POSSIBLE
USC MP
UNIVERSITY OF SOUTHERN CALIFORNIA

Mission Possible Summer 2023 [SH], Jul 12, 2023 - Jul 26, 2023

Karla Sifuentes

Home My Missions **My Team** My Dashboard

My Team

Below you will find your Team Name & Captain as well as the last log in date of your fellow team members.

Team Information

Team Name	Captain
Team Health & Well-being 2.0	Julie Chobdee

Current Team Members

Julie Chobdee (Captain) jchobdee@usc.edu Last Login: Jun 27, 2023	Karla Sifuentes ksifuent@usc.edu Last Login: Jul 10, 2023 Remove Active Member?
San Huynh Cancelled by Captain!	

Email: sanhuynh@usc.edu
Phone: 213-888-8888

Instructions - Updating your mission totals

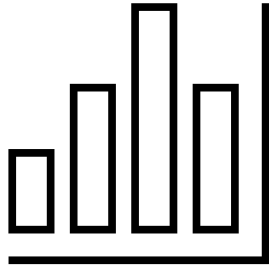
1. View your missions* in the “My Missions” tab.
2. Edit missions by clicking on the “pencil” icon.
 - 2a. Update your mission progress each time you work on the mission.
3. Press “Save”.

* 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.

The screenshot displays the USC WorkWell Mission Command interface. At the top, the USC logo and the text "Mission Possible Summer 2023 [SH], Jul 12, 2023" are visible. The navigation bar includes "Home", "My Missions", "My Team", and "My Dashboard". The "My Missions" tab is active, showing two mission cards. The first card, "Mission #1", has a pencil icon for editing. A modal window is open, titled "Mission Jul 28, 2023 - Aug 4, 2023", showing progress: "Your Total: 2 | Team Total: 0" and "0%". The mission goal is 5, and the average participant goal is 5.00. A table lists dates from 07/27/2023 to 08/02/2023 with input fields for daily totals. The value "2" is entered for 07/28/2023. A red "Save" button is at the bottom of the modal. A footer contains contact information: "Email: sanhuynh@usc.edu" and "Phone: 213-888-8888".

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.

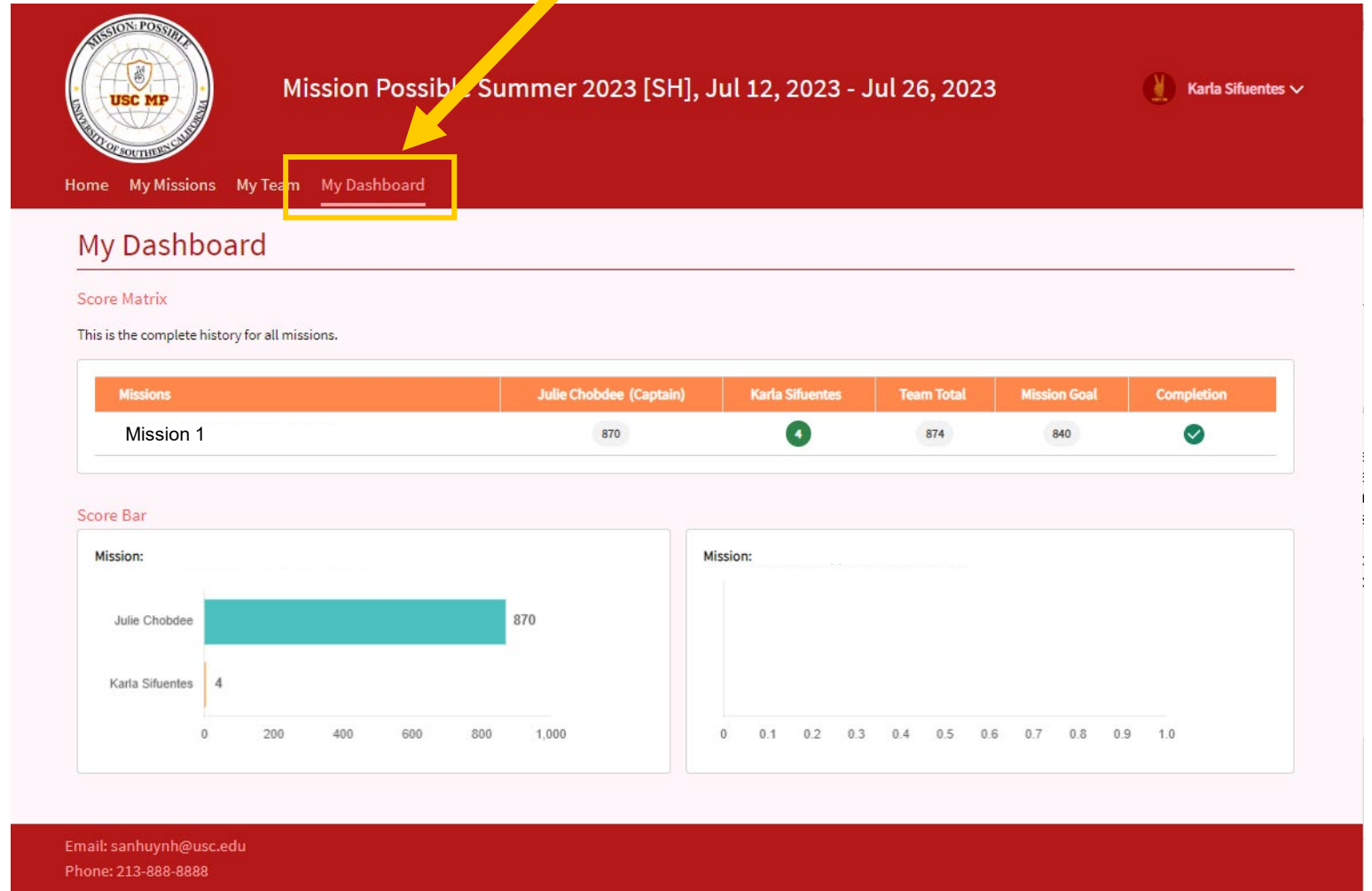
Instructions - View your team's progress



Check your team's progress by visiting the "My Dashboard" tab.



The more missions your team completes, the greater the reward!



Mission Possible Summer 2023 [SH], Jul 12, 2023 - Jul 26, 2023

Karla Sifuentes

Home My Missions My Team **My Dashboard**

My Dashboard

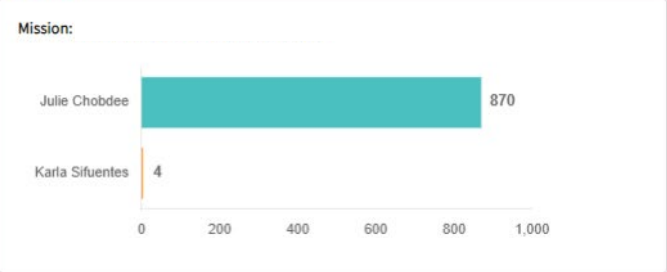
Score Matrix

This is the complete history for all missions.

Missions	Julie Chobdee (Captain)	Karla Sifuentes	Team Total	Mission Goal	Completion
Mission 1	870	4	874	840	✓


Score Bar

Mission:



Member	Score
Julie Chobdee	870
Karla Sifuentes	4

Mission:



Email: sanhuynh@usc.edu
Phone: 213-888-8888

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.”

The screenshot displays the user interface for the USC Mission Possible Summer 2023 program. At the top, a red navigation bar contains the USC MP logo, the event title "Mission Possible Summer 2023 [SH], Jul 12, 2023 - Jul 26, 2023", and a user profile dropdown menu for "Karla Sifuentes". A yellow arrow points to the dropdown arrow in the navigation bar. Below the navigation bar, the "My Profile" page is shown. It includes a "Detail" section with fields for Name (Karla Sifuentes), Email (ksifuent@usc.edu), Captain Name, and USC ID. There are also "Update Password" and "Profile Picture" sections. The "Profile Picture" section features a current profile picture, an "Upload a profile pic or avatar" prompt, an "Upload Files" button, and a note about supported file formats: ".jpeg, .jif, .png, .jpeg, .jpg, .webp, .svg". A yellow arrow points to the "Upload Files" button. At the bottom of the page, contact information is provided: "Email: sanhuynh@usc.edu" and "Phone: 213-888-8888".

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.

USC Mission: Possible
Sign in to access your account
Haven't joined yet? [Sign Up](#)

* USC Email/USC Id

* Password

[Forgot your password?](#)

Sign in with Email

USC Mission: Possible
To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.

* Verification Code

* Password

* Confirm Password

Reset 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.

The screenshot displays the 'Mission Possible Summer 2023 [SH]' web application interface. The top navigation bar is dark red and contains the USC MP logo, the event title 'Mission Possible Summer 2023 [SH], Jul 12, 2023 - Aug 4, 2023', and the user's name 'Karla Sifuentes'. Below the navigation bar, the 'Manage My Team' tab is highlighted with a yellow box. The main content area is titled 'Manage My Team' and includes a sub-header: 'You may update your Team Name and use the "Invite a Friend" button to invite friends to join your team (up to 4 total team members)'. The 'Team Information' section shows the current team name 'Karla's MP Team 2023' and a 'pencil' icon for editing. The 'Current Team Members' section lists 'Karla Sifuentes (Captain)' with her email and last login date. A red 'Invite a Friend' button is located below the team members list. A red footer bar contains the text: 'Footer Test goes here, Footer text can be composed of up to 100 characters. If you have questions, please email Julie Chobdee, Assistant Center Manager.' A yellow box highlights the 'Update Team' button in the bottom right corner of the 'Team Information' section.

Lead Agent Instructions - Managing the Team

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.

Mission Possible Summer 2023 [SH], Jul 12, 2023 - Aug 4, 2023

Karla Sifuentes

Home My Missions Pending Requests Manage My Team **My Team Missions** My Dashboard

Manage My Team Missions

Captain: You may update the totals for your team members by selecting a Team Member from the provided drop-down menu. Proceed to modify their totals within the active mission.

Select Team Member

Karla Sifuentes

<p>Mission #1 Jul 12, 2023 - Jul 19, 2023</p> <p>Your Total: 0 Team Total: 0 0%</p> <p>Mission: Mission Goal: 840 Average Participant Goal: 840.00</p>	<p>Mission #2 Jul 20, 2023 - Jul 26, 2023</p> <p>Your Total: 0 Team Total: 0 0%</p> <p>Mission: Mission Goal: 16 Average Participant Goal: 16.00</p>	<p>Mission #3 Jul 28, 2023 - Aug 4, 2023</p> <p>Your Total: 0 Team Total: 0 0%</p> <p>Mission: Mission Goal: 5 Average Participant Goal: 5.00</p>
---	---	--

Footer Test goes here, Footer text can be compose on MP Setting object.

Email: sanhuynh@usc.edu
Phone: 213-888-8888

If you have questions, please email [Julie Chobdee](#), Associate Director, Health & Well-being Program, USC WorkWell Center.

Don't have a team?

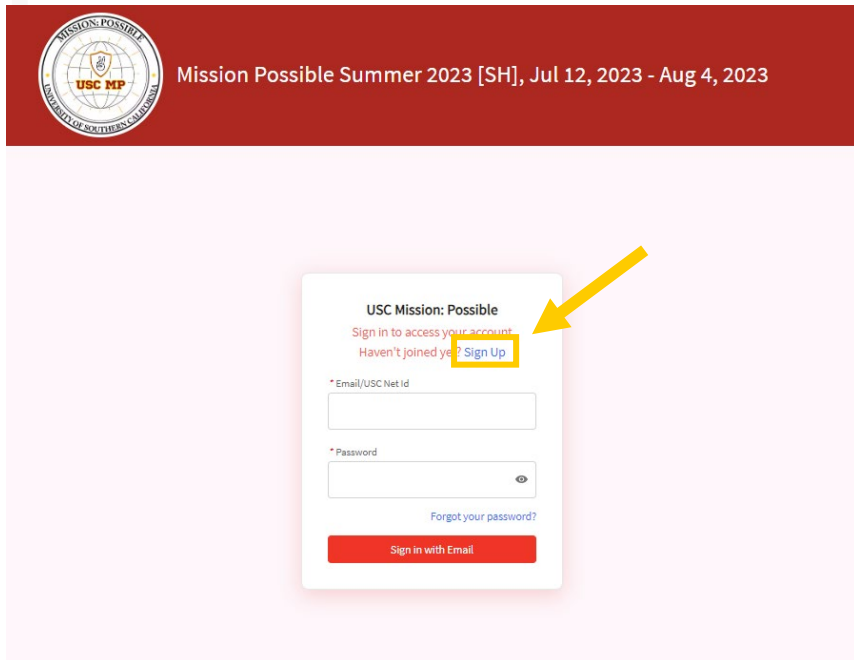
Your options:

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:

Instructions- Joining an incomplete team

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



Mission Possible Summer 2023 [SH], Jul 12, 2023 - Aug 4, 2023

USC Mission: Possible
Sign in to access your account
Haven't joined yet? [Sign Up](#)

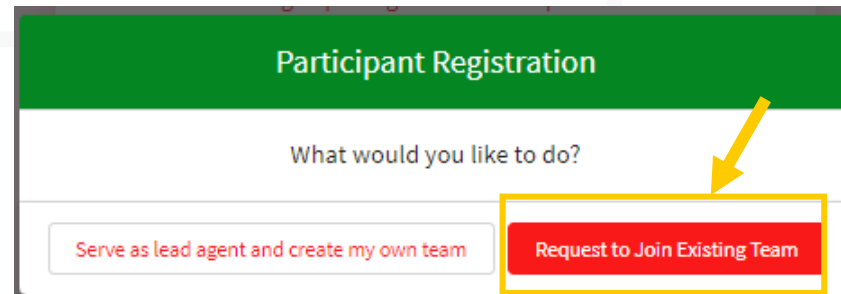
* Email/USC Net Id

* Password

[Forgot your password?](#)

[Sign in with Email](#)

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

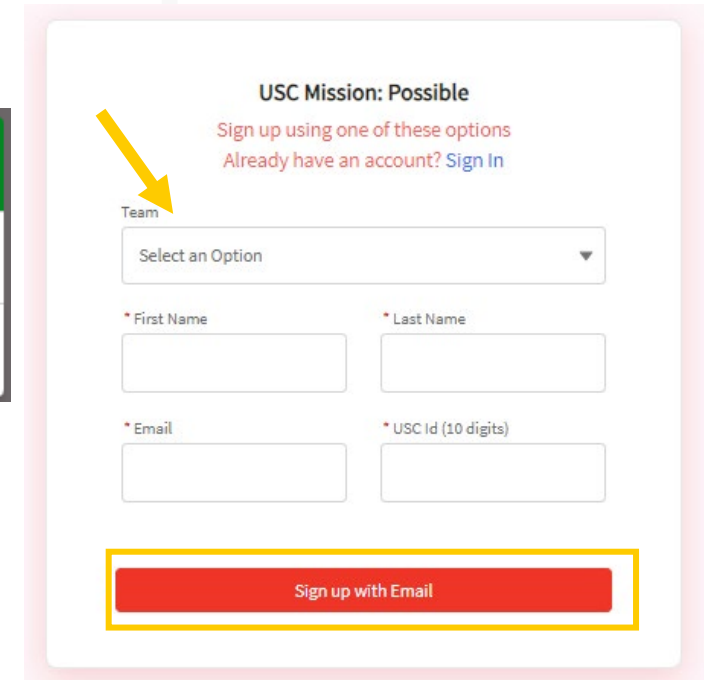


Participant Registration

What would you like to do?

[Serve as lead agent and create my own team](#) [Request to Join Existing Team](#)

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.



USC Mission: Possible
Sign up using one of these options
Already have an account? [Sign In](#)

Team

* First Name * Last Name

* Email * USC Id (10 digits)

[Sign up with Email](#)

The team's lead agent will receive an email of your request.

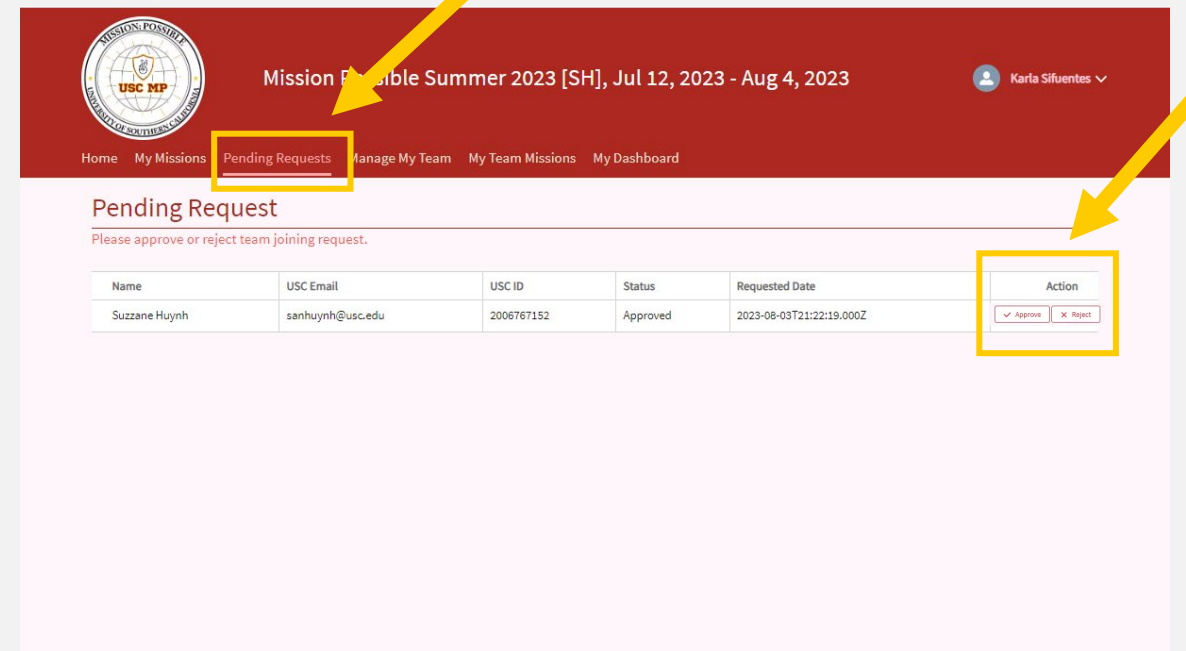
Lead Agent Instructions - Accepting team members

LEAD AGENTS ONLY follow the instructions below:

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

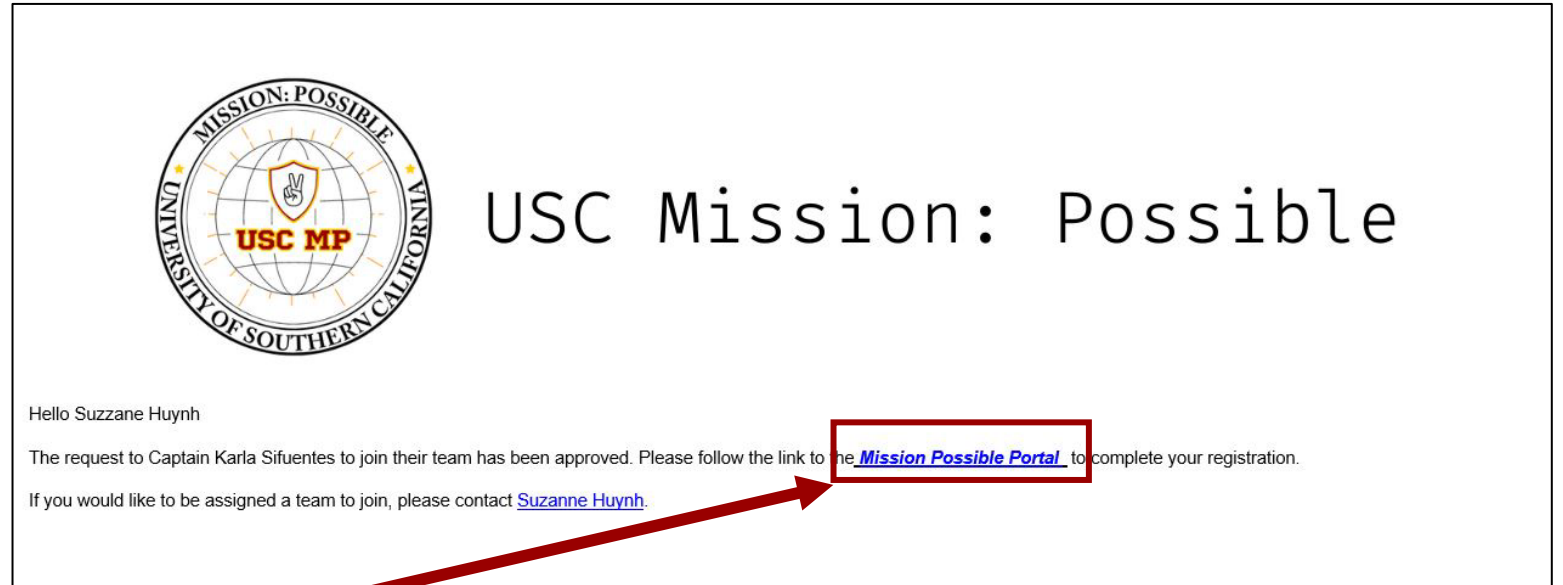
1. From the email, follow the link to navigate to the [Mission Possible Portal](#).
2. Sign in to the portal, if you haven't already.
3. Navigate to the "Pending Requests" tab.
4. Click "Approve" or "Reject" under the "Action" tab.

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.



The screenshot shows the registration form for USC Mission: Possible. At the top, it says 'USC Mission: Possible' and 'Sign up using one of these options' with a link 'Already have an account? Sign In'. Below this, it says '* You are invited to joined team' and shows a dropdown menu with 'Maricris Team' selected. The form has several input fields: '* First Name' with 'UAT', '* Last Name' with 'Four', '* Email' (empty), '* USC Id (10 digits)' (empty), '* Password' (empty), and '* Confirm Password' (empty). There are eye icons for the password fields. At the bottom, there is a red button labeled 'Sign up with Email'.

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!

MISSION POSSIBLE
USC MP
UNIVERSITY OF SOUTHERN CALIFORNIA

Mission Possible Summer 2023 [SH], Jul 12, 2023 - Jul 26, 2023

Karla Sifuentes

Home My Missions **My Team** My Dashboard

My Team

Below you will find your Team Name & Captain as well as the last log in date of your fellow team members.

Team Information

Team Name	Captain
Team Health & Well-being 2.0	Julie Chobdee

Current Team Members

Julie Chobdee (Captain) jchobdee@usc.edu Last Login: Jun 27, 2023	Karla Sifuentes ksifuent@usc.edu Last Login: Jul 10, 2023 Remove Active Member?
San Huynh Cancelled by Captain!	

Email: sanhuynh@usc.edu
Phone: 213-888-8888



Are you ready
agents?



First mission will be
released **September 22.**

Questions?



USC WorkWell Center



For more information, contact:

JULIE CHOBDEE, MPH

Associate Director, Health &
Well-being Program

jchobdee@usc.edu

