



USC
WorkWell Center

Sept. 25 – Oct. 26, 2026

USC Mission: Possible 3

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

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

Visit: <https://workwell.usc.edu/events/usc-mission-possible-3/>

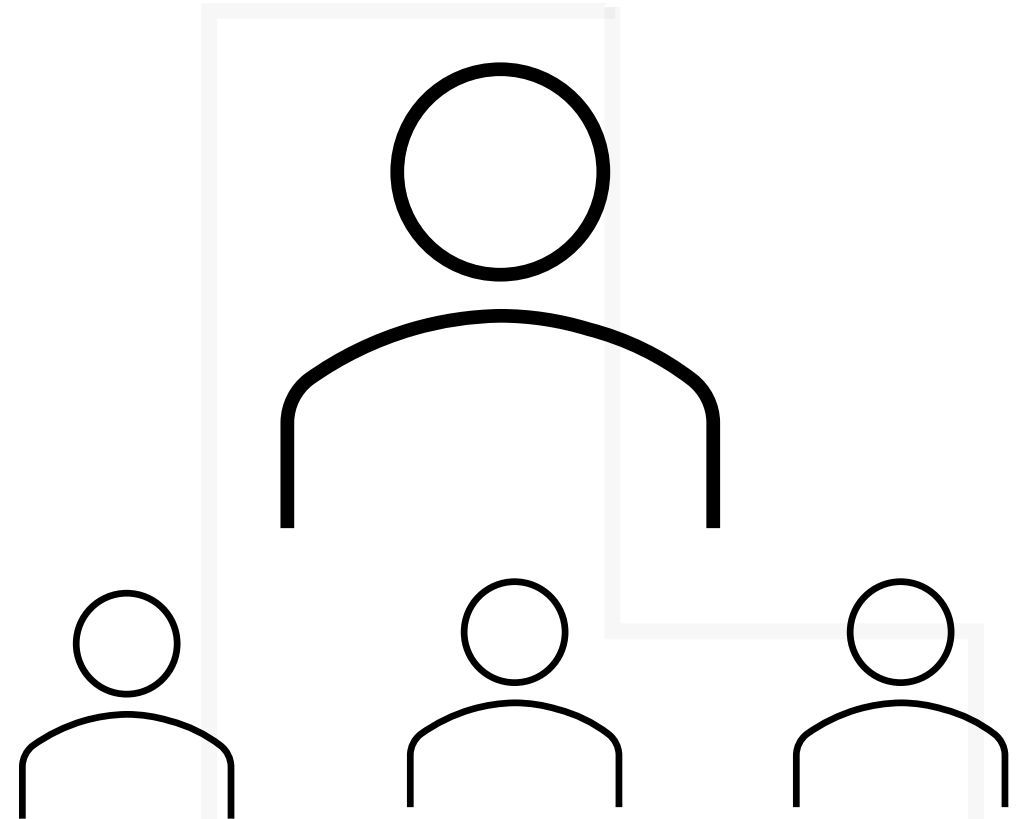


Are you ready, agents?

Here are the 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).

Mission Possible Fall 2024 (CRM TEST), Mar 1, 2024 - Aug 30, 2024

Team Leaderboard Agent Leaderboard

Mission 1 Top 3 Teams

Team Name	Agent Name	Sum Of Agent Total
Team Julie	Julie Chodoba	2427
	Sub Total	2427
Invite Accept		30
Sub Total		30
Maricris Blair		14
Sub Total		14

Email Flow Test Team

Insert Creative Team Name...

Mission 2 Top 3 Teams

Team Name	Agent Name	Sum Of Agent Total
Team Julie	Julie Chodoba	26
	Sub Total	26
Invite Accept		7
Sub Total		7

Agent Name Sum Of Agent Total

Agent Name	Sum Of Agent Total
Invite Accept	39
Sub Total	39
Julie Chodoba	37
Sub Total	37
Maricris Blair	14

Sign Into your Agent Portal Create a team or Join an Existing Team

Sign Up Sign In

USC Mission: Possible

*USC Email

*Password

Sign up with Email

Search for a team to join

Click in the search box below to review a list of incomplete teams to join. You may also search for a specific team by typing in part of the Team name or the Lead Agent's name.

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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

* Write your team name

* First Name * Last Name

* Email * USC Id (10 digits)

* Password * Confirm Password

Primary Role Campus Location

--None-- --None--

Work Arrangement

--None--

Sign up with Email

Lead Agent Instructions – Inviting agent team members

LEAD AGENTS ONLY follow the instructions below:

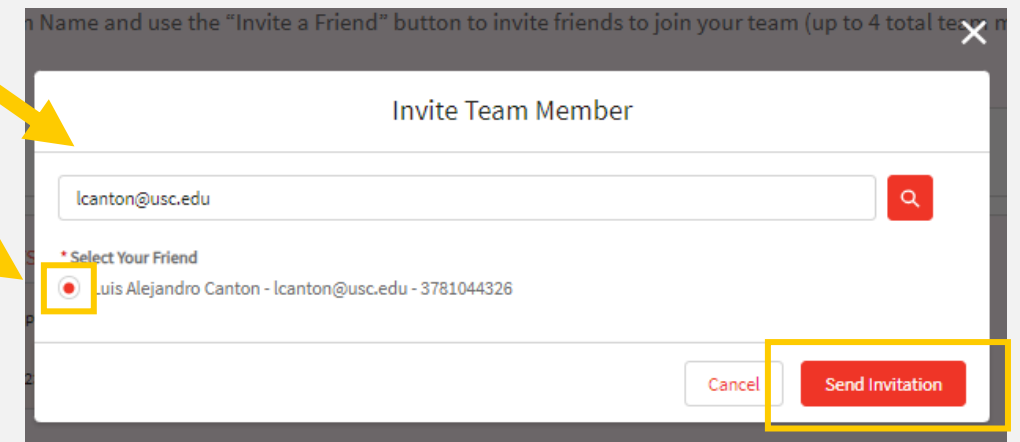
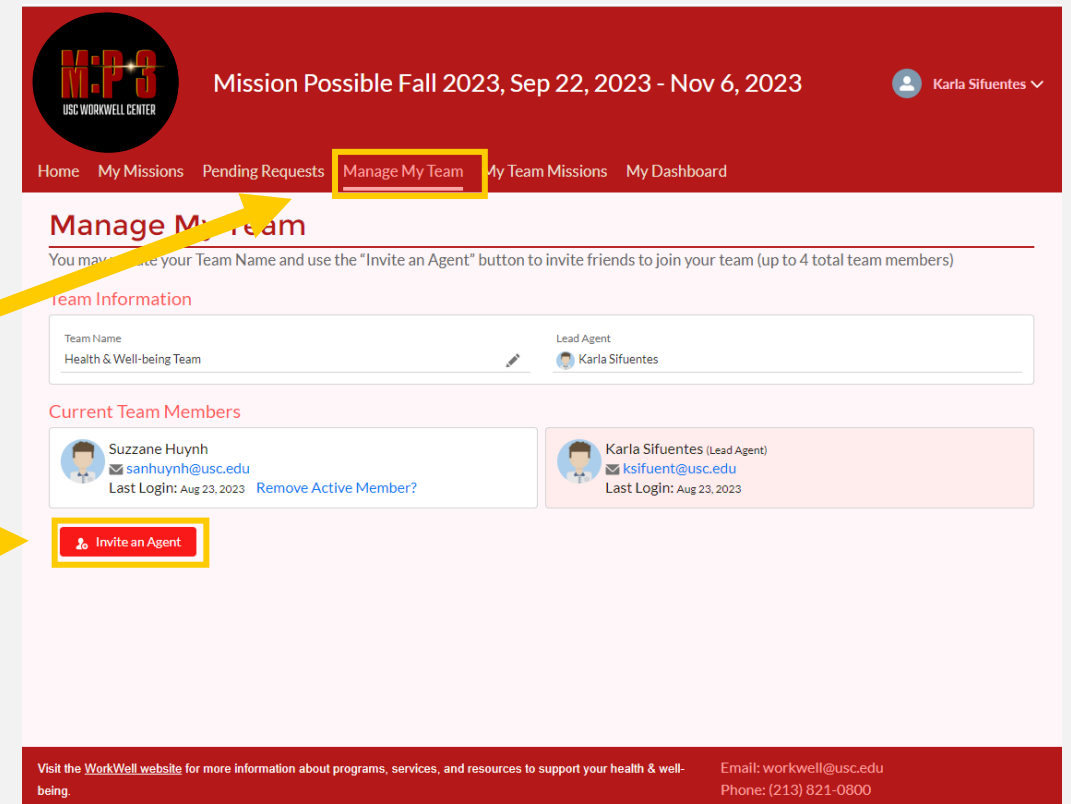
2d. Navigate to the "Manage My Team" tab.

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

2f. Type in your teammates' complete or partial **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.



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.



Hello Fight On,

You have been invited to join Lead Agent MP Captain's team, Email Flow Test Team, for this year's Mission: Possible 2 Wellness Challenge. For more information about the challenge, visit the [Mission: Possible 2 webpage](#).

To register and accept this invitation, click [here](#).

To decline this invitation, click [here](#). Once you decline the invitation you may search for another team to join or create and lead your own team.

If you have any questions please email Suzzane Huynh.

The registration form is titled "USC Mission: Possible" and includes a link to "Sign In" for existing users. It contains several input fields: a team selection dropdown (pre-filled with "Email Flow Test Team"), first and last name fields (pre-filled with "Fight" and "On"), email and USC ID fields, password and confirm password fields, and dropdown menus for "Primary Role", "Campus Location", and "Work Arrangement" (all pre-filled with "--None--"). A red "Sign up with Email" button is at the bottom.

USC Mission: Possible

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

* You are invited to joined team

Email Flow Test Team

* First Name * Last Name

Fight On

* Email * USC Id (10 digits)

* Password * Confirm Password

Primary Role Campus Location

--None-- --None--

Work Arrangement

--None--

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!

The screenshot displays the USC Workwell Center M:P3 website interface. The top navigation bar is red and contains the M:P3 logo, the text "Mission Possible Summer 2023 [SH], Jul 12, 2023 - Jul 26, 2023", and a user profile for "Karla Sifuentes". Below the navigation bar, the "My Team" tab is highlighted with a yellow box and a yellow arrow. The main content area is titled "My Team" and includes a subtitle: "Below you will find your Team Name & Captain as well as the last log in date of your fellow team members." Under the "Team Information" section, there are two fields: "Team Name" (Team Health & Well-being 2.0) and "Captain" (Julie Chobdee). The "Current Team Members" section lists three members: Julie Chobdee (Captain, jchobdee@usc.edu, Last Login: Jun 27, 2023), San Huynh (Cancelled by Captain!), and Karla Sifuentes (ksifuent@usc.edu, Last Login: Jul 10, 2023, with a "Remove Active Member?" link). The footer of the page provides contact information: Email: sanhuynh@usc.edu and 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 every 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.

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

Home **My Missions** My Team My Dashboard

My Missions

Click on the pencil icon to track your daily totals for this week's active mission.

Mission #1
Jul 12, 2023 - Jul 19, 2023

Your Total: 4 | Team Total: 874 0%

Mission:
Mission Goal: 840 | Average Participant Goal: 420.00

Mission #2
Jul 20, 2023 - Jul 26, 2023

Your Total: 0 | Team Total: 0

Mission:
Mission Goal: 16 | Average Participant Goal: 8.00

Mission
Jul 28, 2023 - Aug 4, 2023

Your Total: 2 | Team Total: 0 0%

Mission:
Mission Goal: 5 | Average Participant Goal: 5.00

07/27/2023	0
07/28/2023	2
07/29/2023	0
07/30/2023	0
07/31/2023	0
08/01/2023	0
08/02/2023	0

Save

Email: sanhuynh@usc.edu
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.

ADDITIONAL FEATURES: Extended Tracking

1. Once the mission officially concludes, agents can continue logging activities for their own tracking by clicking on the "Continue Tracking" button.
2. Your additional totals will be calculated but will not contribute to the mission totals.
3. Remember to click 'Save' to record your new updates.

Mission #1
Jun 9, 2024 - Jun 22, 2024

Your Total: 8 | Team Total: 8 100%

Mission: Amount of physical activity minutes you have completed:
Mission Goal: 2400 | Average Participant Goal: 2400.00

Jun 9, 2024	0
Jun 10, 2024	0
Jun 11, 2024	0
Jun 12, 2024	0
Jun 13, 2024	0
Jun 14, 2024	0
Jun 15, 2024	0
Jun 16, 2024	0
Jun 17, 2024	0
Jun 18, 2024	0
Jun 19, 2024	8
Jun 20, 2024	0
Jun 21, 2024	0
Jun 22, 2024	0

Save **Continue Tracking**

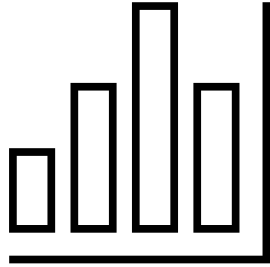
Additional Tracking Total : 0

June 23, 2024	Daily Total	June 24, 2024	Daily Total	June 25, 2024	Daily Total
June 26, 2024	Daily Total	June 27, 2024	Daily Total	June 28, 2024	Daily Total
June 29, 2024	Daily Total	June 30, 2024	Daily Total	June 31, 2024	Daily Total
July 2, 2024	Daily Total	July 3, 2024	Daily Total	July 4, 2024	Daily Total
July 5, 2024	Daily Total	July 6, 2024	Daily Total	July 7, 2024	Daily Total
July 8, 2024	Daily Total	July 9, 2024	Daily Total	July 10, 2024	Daily Total
July 11, 2024	Daily Total	July 12, 2024	Daily Total	July 13, 2024	Daily Total
July 14, 2024	Daily Total	July 15, 2024	Daily Total	July 16, 2024	Daily Total
July 17, 2024	Daily Total	July 18, 2024	Daily Total	July 19, 2024	Daily Total
July 20, 2024	Daily Total	July 21, 2024	Daily Total	July 22, 2024	Daily Total
July 23, 2024	Daily Total	July 24, 2024	Daily Total	July 25, 2024	Daily Total
July 26, 2024	Daily Total	July 27, 2024	Daily Total	July 28, 2024	Daily Total

Cancel **Save**

**Continue tracking for bonus points
towards the raffle!**

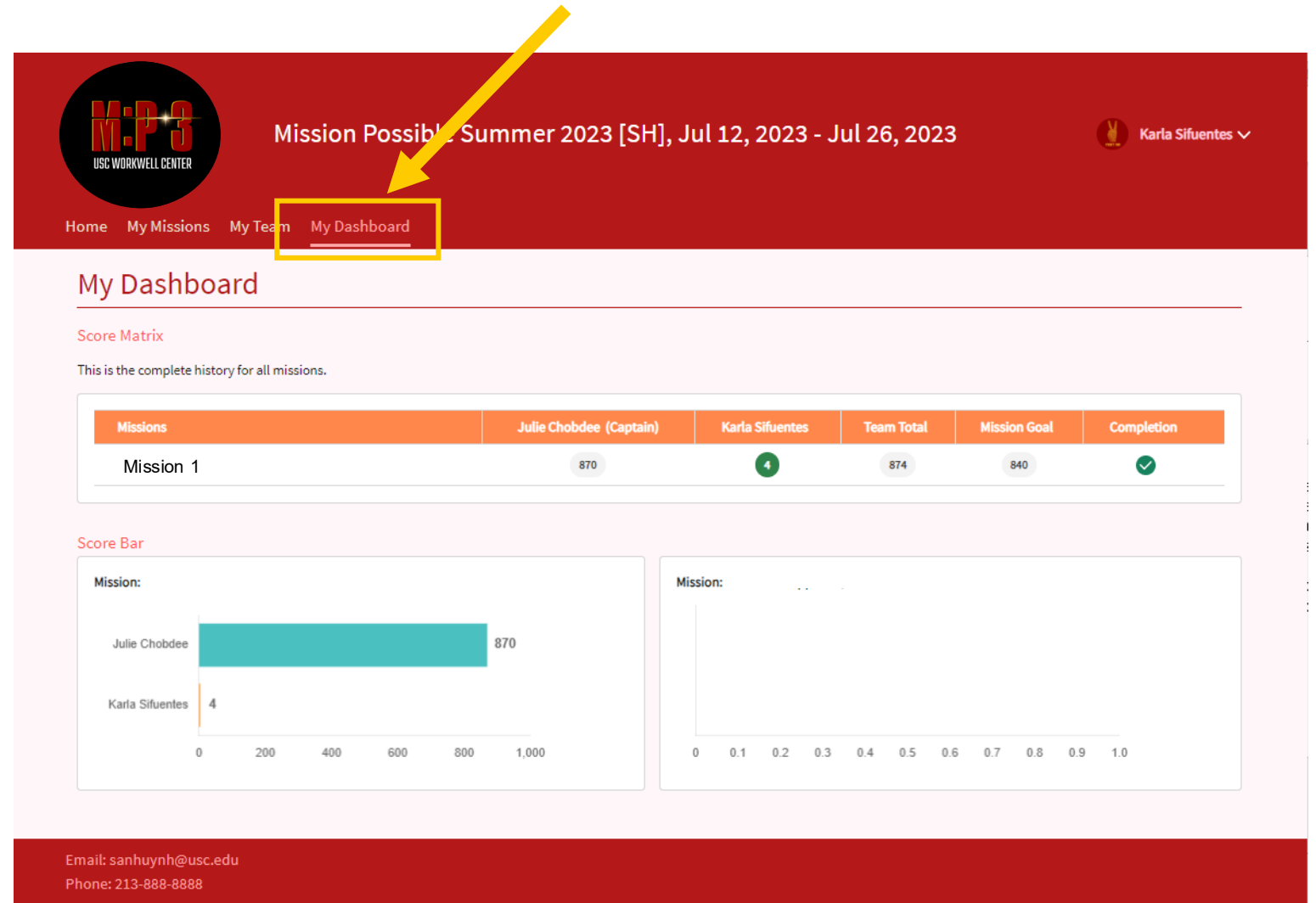
Instructions - View your team's progress



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.”

The screenshot displays the USC Workwell Center Mission Possible Summer 2023 [SH] interface. The top navigation bar is red and contains the M:PS logo, the event title, and a user profile dropdown for Karla Sifuentes. The main content area is white and features a 'My Profile' section with a 'Detail' subsection containing fields for Name, Email, Captain Name, and USC ID. Below this is an 'Update Password' section with fields for Old Password, New Password, and Confirm Password. To the right of the password section is a 'Profile Picture' section with a circular profile picture placeholder and an 'Upload Files' button. A yellow arrow points from the user profile dropdown in the top right to the 'My Profile' hyperlink. Another yellow arrow points from the 'Upload Files' button in the 'Profile Picture' section to the 'Submit' button at the bottom of the page.

My Profile

Karla Sifuentes,
ksifuent@usc.edu

[My Profile](#)

[Logout](#)

M:PS
USC WORKWELL CENTER

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

Home My Missions My Team My Dashboard

My Profile

Detail

Name	Karla Sifuentes	Captain	
Email	ksifuent@usc.edu	Captain Name	
		USC ID	

Update Password

Old Password

New Password

Confirm Password

Profile Picture

Upload a profile pic or avatar

[Upload Files](#) Or drop files

Supported file that you can upload (.jpeg,.jif,.png,.jpeg,.jpg,.webp,.svg)

Email: sanhuynh@usc.edu
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.

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

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)

Team Information

Team Name
Karla's MP Team 2023

Captain
Karla Sifuentes

Current Team Members

Karla Sifuentes (Captain)
ksifuent@usc.edu
Last Login: Aug 2, 2023

Invite a Friend

Team Information

Team Name
Karla's MP Team 2023

Cancel Update 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

Mission #1
Jul 12, 2023 - Jul 19, 2023

Your Total: 0 | Team Total: 0 0%

Mission:
Mission Goal: 840 | Average Participant Goal: 840.00

Mission #2
Jul 20, 2023 - Jul 26, 2023

Your Total: 0 | Team Total: 0 0%

Mission:
Mission Goal: 16 | Average Participant Goal: 16.00

Mission #3
Jul 28, 2023 - Aug 4, 2023

Your Total: 0 | Team Total: 0 0%

Mission:
Mission Goal: 5 | Average Participant Goal: 5.00

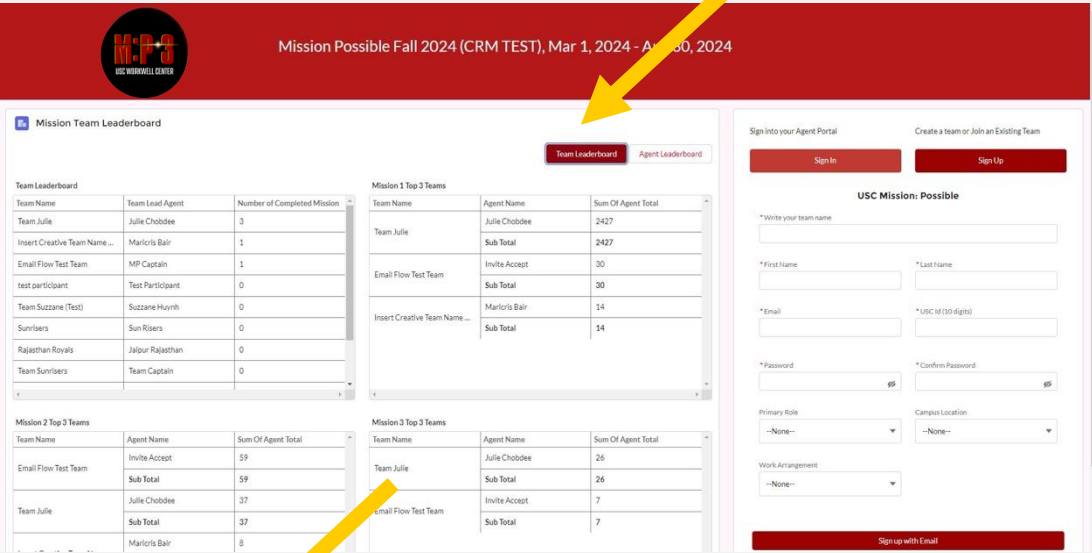
Footer Test goes here, Footer text can be compose on MP Setting object.

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

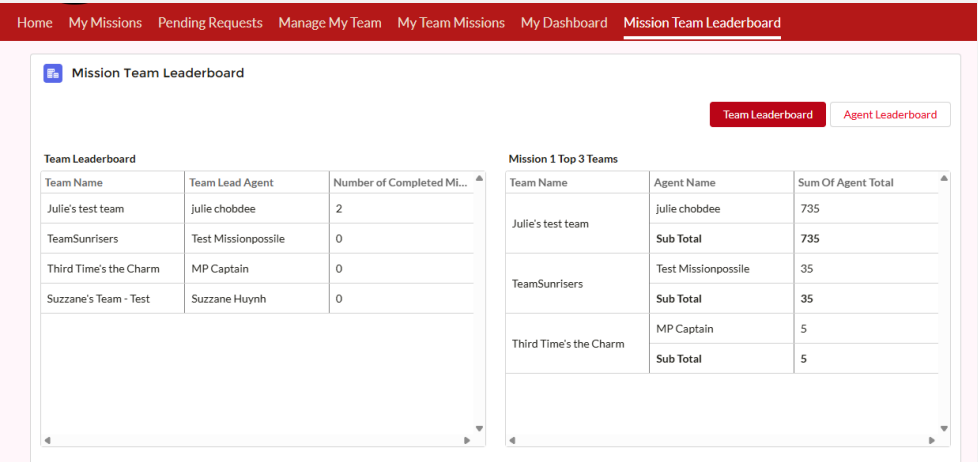
If you have questions, please email [Julie Chobdee](#), Associate Director, Health & Well-being Program, USC WorkWell Center.

ADDITIONAL NEW FEATURES: Leaderboards

The Team Leaderboard and the Agent Leaderboard are available to view on both the home page and under the 'Mission Team Leaderboard' tab after signing in.



Team/Agent Leaderboard on home page



Mission Team Leaderboard tab upon signing in

ADDITIONAL FEATURES: Team Search & Lead Agent Reminder Emails

Search for a team on the homepage. **Note: the function is located right under "sign up with email" - scroll all the way to the bottom of the page.*

 **Search for a team to join**

Click in the search box below to review a list of incomplete teams to join. You may also search for a specific team by typing in part of the Team Name or the Lead Agent's name

Lead agents can send reminder emails to individual agents.

[Home](#) [My Missions](#) [Pending Requests](#) [Manage My Team](#) [My Team Missions](#) [My Dashboard](#)

Manage My Team

You may update 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
Insert Creative Team Name Here

Lead Agent
 Maricris Bair

Current Team Members

 Maricris Bair (Lead Agent)
✉ mbair@usc.edu
Last Login: Aug 7, 2024

 Tommy Trojan
✉ leadagenttommy@yopmail.com
Last Login: Aug 7, 2024 [Remove Active Member?](#)

[Send Mission Reminder Email](#)

[Invite an Agent](#)

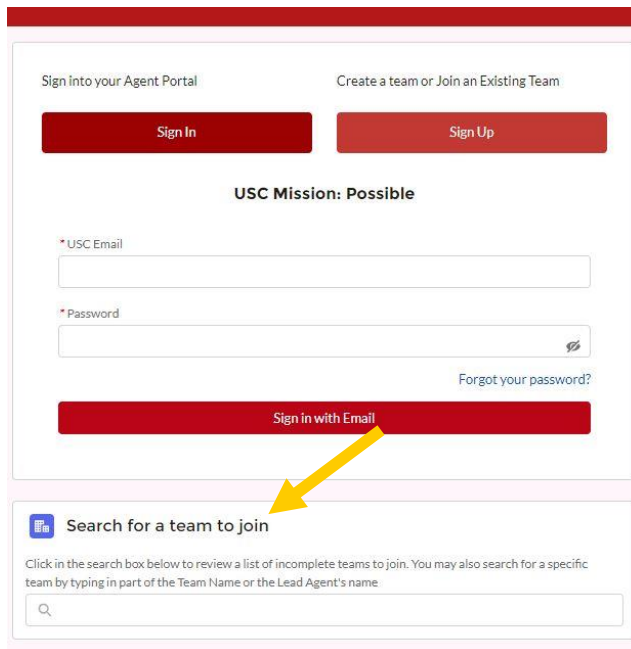
Don't have a team?

Your options:

1. Search for an incomplete team to join via the portal homepage.
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.

Instructions- Joining an incomplete team

1. Navigate to the **Mission Possible Portal** (scroll to the bottom to locate the 'Search for a team to join' section) and search a team by partial team name or lead agent name.



Sign into your Agent Portal Create a team or Join an Existing Team

Sign In **Sign Up**

USC Mission: Possible

*USC Email

*Password

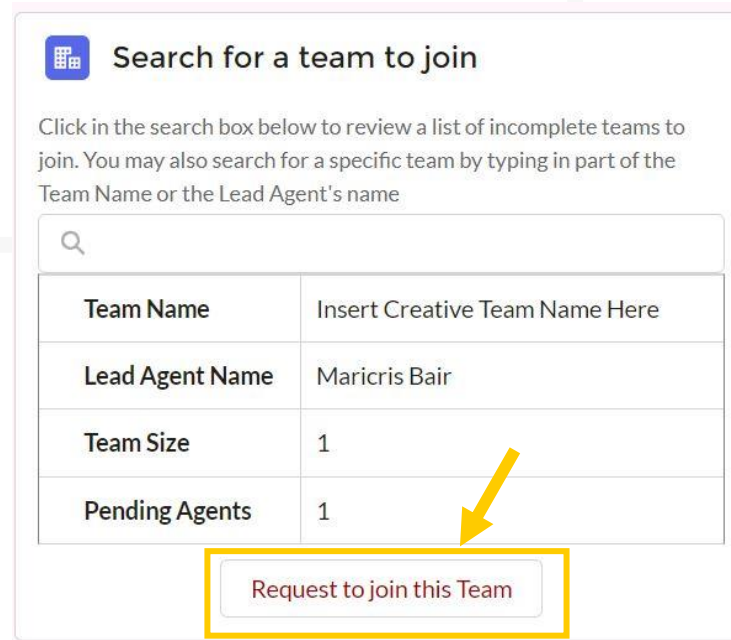
[Forgot your password?](#)

Sign in with Email

Search for a team to join

Click in the search box below to review a list of incomplete teams to join. You may also search for a specific team by typing in part of the Team Name or the Lead Agent's name.

2. Click the 'Request to Join this Team' button.



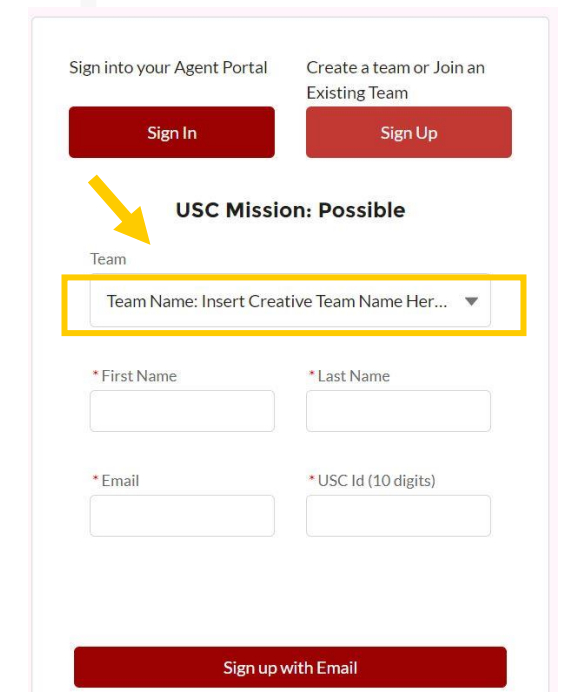
Search for a team to join

Click in the search box below to review a list of incomplete teams to join. You may also search for a specific team by typing in part of the Team Name or the Lead Agent's name

Team Name	Insert Creative Team Name Here
Lead Agent Name	Maricris Bair
Team Size	1
Pending Agents	1

Request to join this Team

3. The Sign up component above will populate with the team name and then enter your information (first name, last name, USC email, 10 digit ID) to sign up.



Sign into your Agent Portal Create a team or Join an Existing Team

Sign In **Sign Up**

USC Mission: Possible

Team

Team Name: Insert Creative Team Name Her...

*First Name *Last Name

*Email *USC Id (10 digits)

Sign up with Email

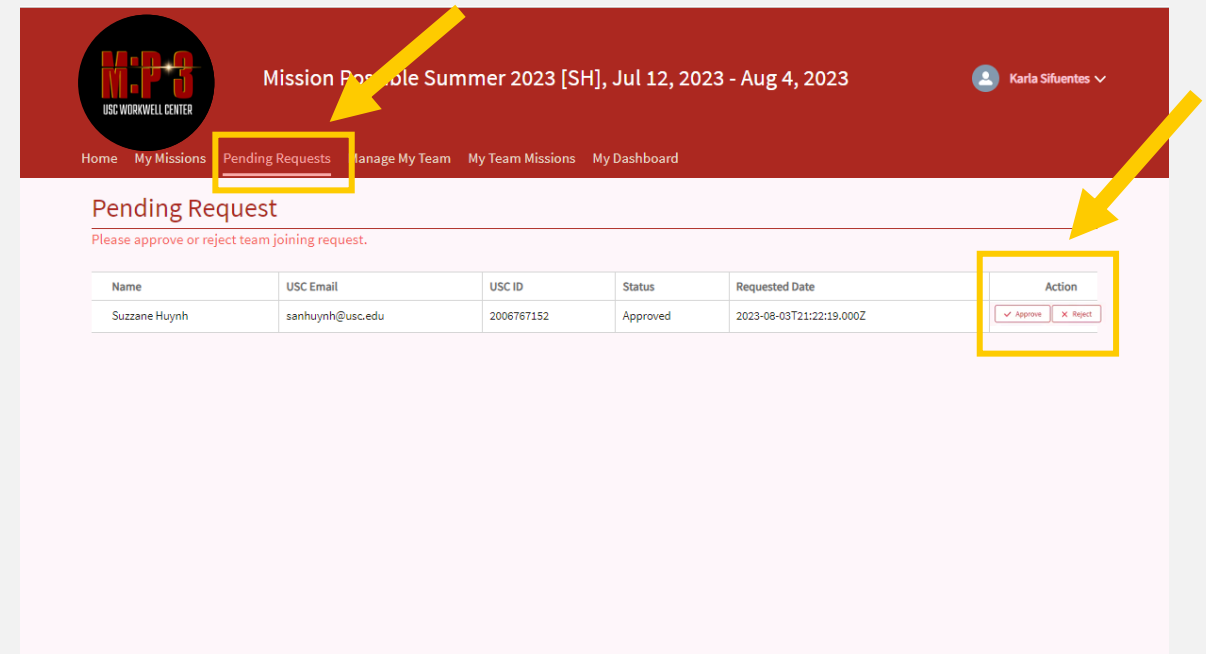
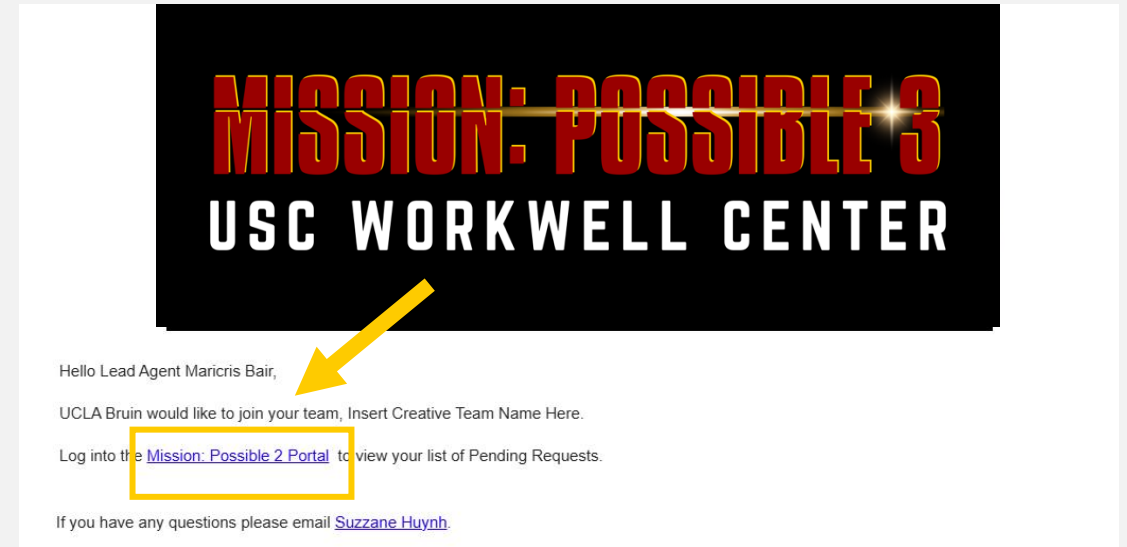
The team's lead agent will receive an email of your request.

Lead Agent Instructions - Accepting team members

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

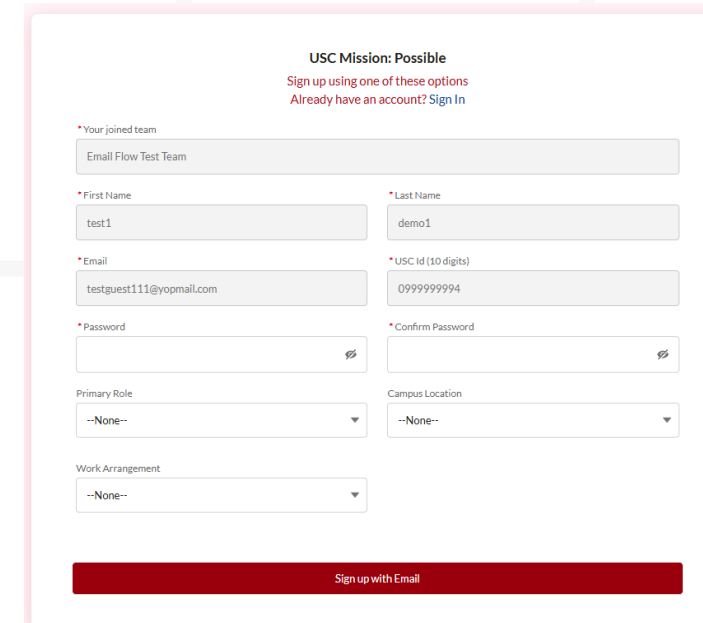
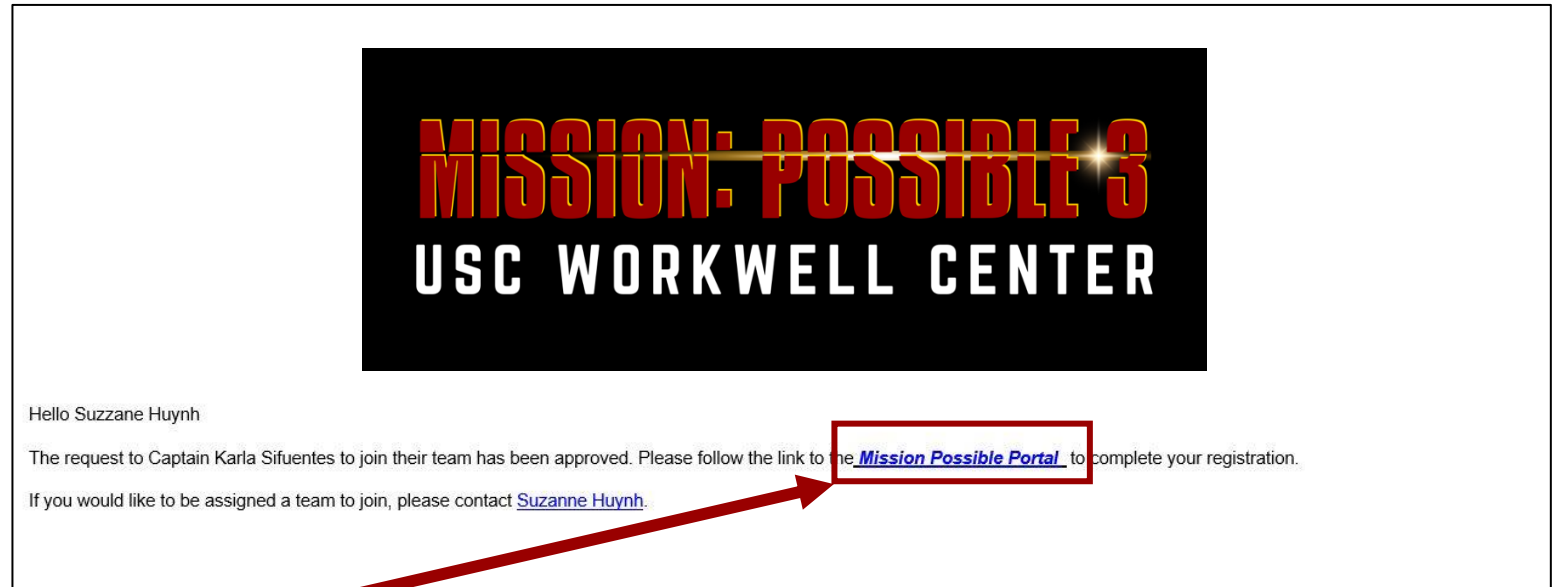
1. From the email, follow the link to navigate to the [Mission Possible Portal](#).
2. Sign in to the portal, if you haven't already.
3. Navigate to the "Pending Requests" tab.
4. Click "Approve" or "Reject" under the "Action" tab.

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, name, email, and USC ID will be pre-populated. Create and confirm your password along with the optional questions to finish registering.

A registration form titled "USC Mission: Possible" with the subtitle "Sign up using one of these options" and a link "Already have an account? Sign In". The form contains several fields: "Your joined team" (pre-filled with "Email Flow Test Team"), "First Name" (pre-filled with "test1"), "Last Name" (pre-filled with "demo1"), "Email" (pre-filled with "testguest111@yopmail.com"), "USC id (10 digits)" (pre-filled with "0999999994"), "Password" and "Confirm Password" (both empty with toggle icons), "Primary Role" (dropdown menu with "--None--"), "Campus Location" (dropdown menu with "--None--"), and "Work Arrangement" (dropdown menu with "--None--"). At the bottom is a red button labeled "Sign up with Email". A red arrow points from the email invitation above to this form.

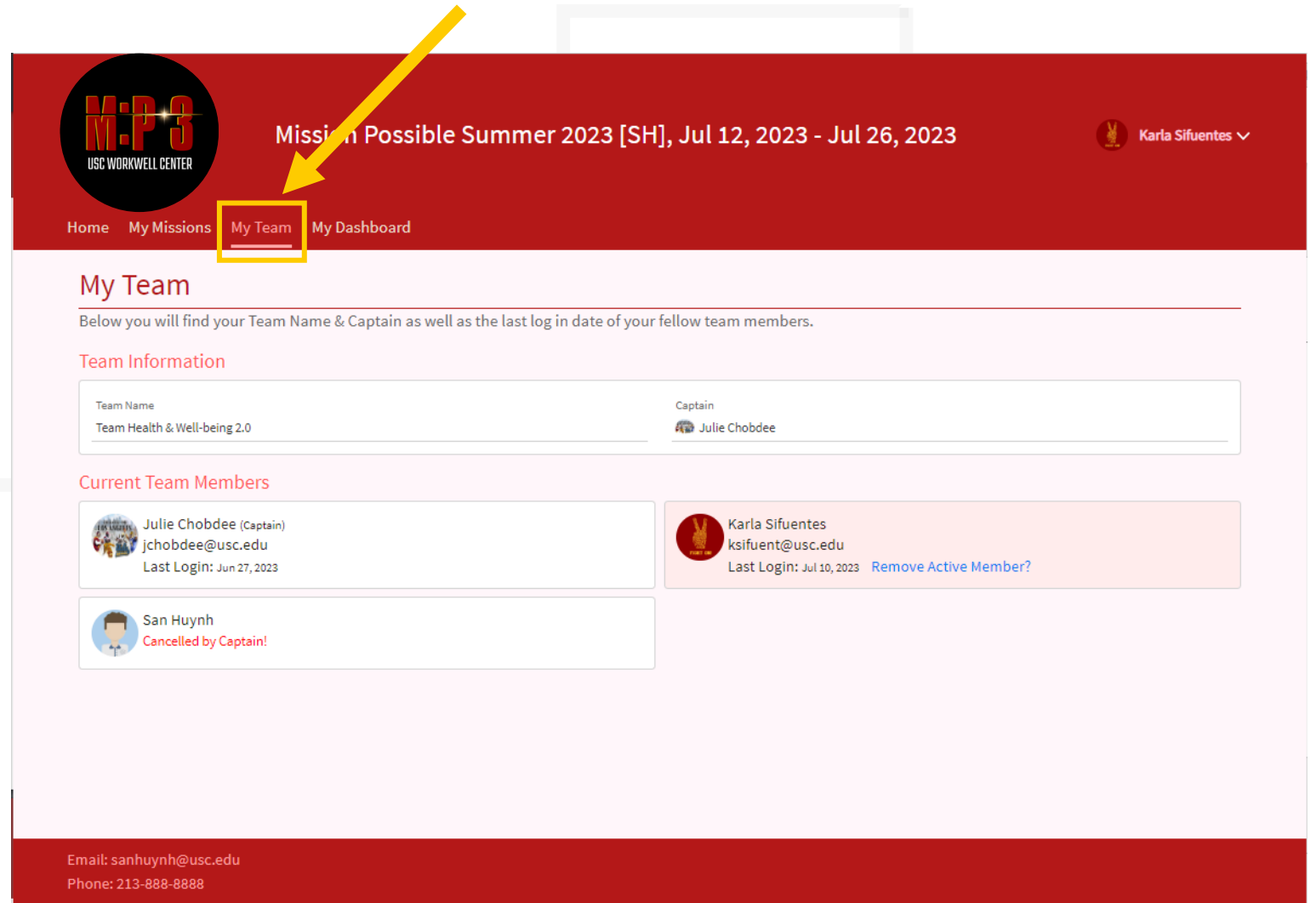
Instructions- if you do not have a team



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!



M:P3
USC WORKWELL CENTER

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 Team Health & Well-being 2.0	Captain 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!	

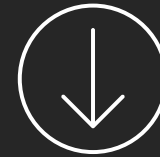
Email: sanhuynh@usc.edu
Phone: 213-888-8888

M-P 3

USC WORKWELL CENTER



**Are you ready
agents?**



First mission will be
released **September 25.**

Questions?



USC WorkWell Center

For more information, contact:



JULIE CHOBDEE, MPH

Associate Director, Health &
Well-being Program

jchobdee@usc.edu



SUZZANE HUYNH

Health & Well-being Program
Coordinator

sanhuynh@usc.edu

