



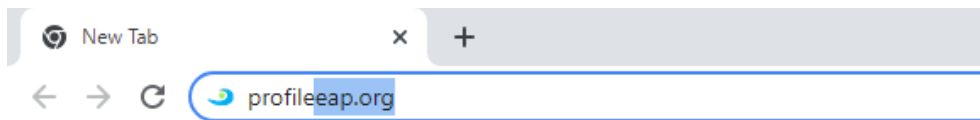
PRIDE. TRADITION. INNOVATION.

1820 MAIN STREET
COLORADO SPRINGS, CO 80911

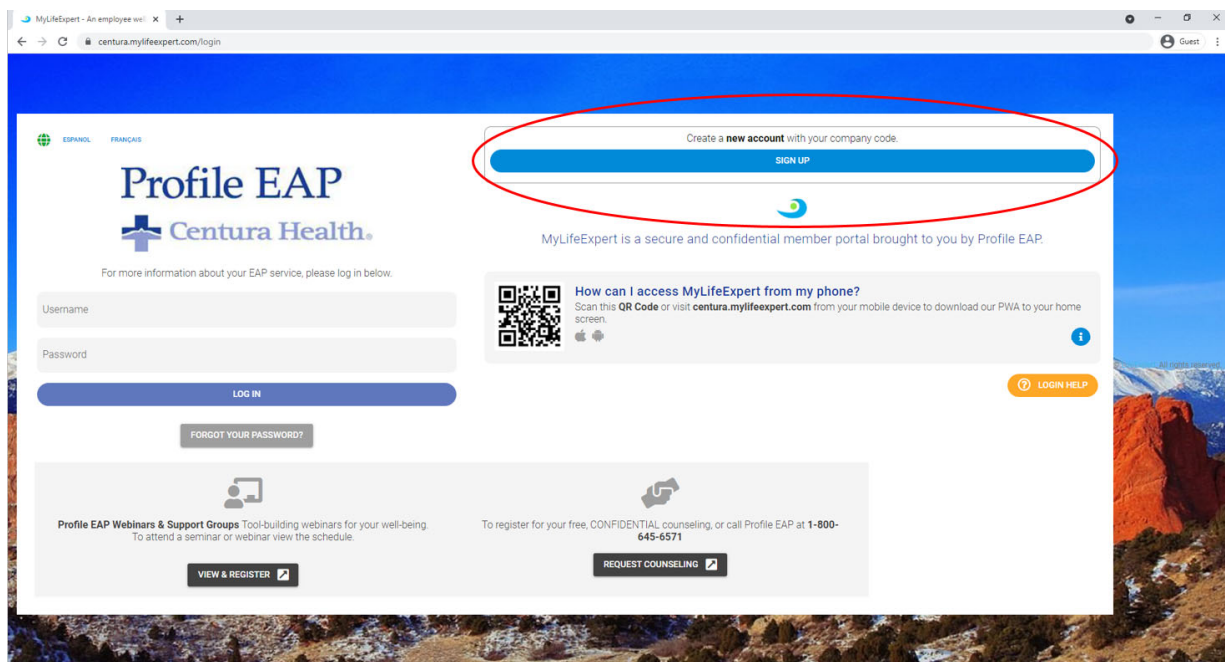
CREATING & USING EAP:

The Employee Assistance Program (EAP) is a service paid for by WSD3 and accessible to any full time district employee, regardless of if they carry district insurance. There licensed, professional counselors are here to help you with your life's problems. You may want to consider calling for help if you encounter problems such as relationship issues, Family problems, Grief, Stress, depression or anxiety, Substance abuse, Workplace difficulties. Almost any personal or professional problem is appropriate for seeking assistance through your EAP. Follow the instructions below to get started!

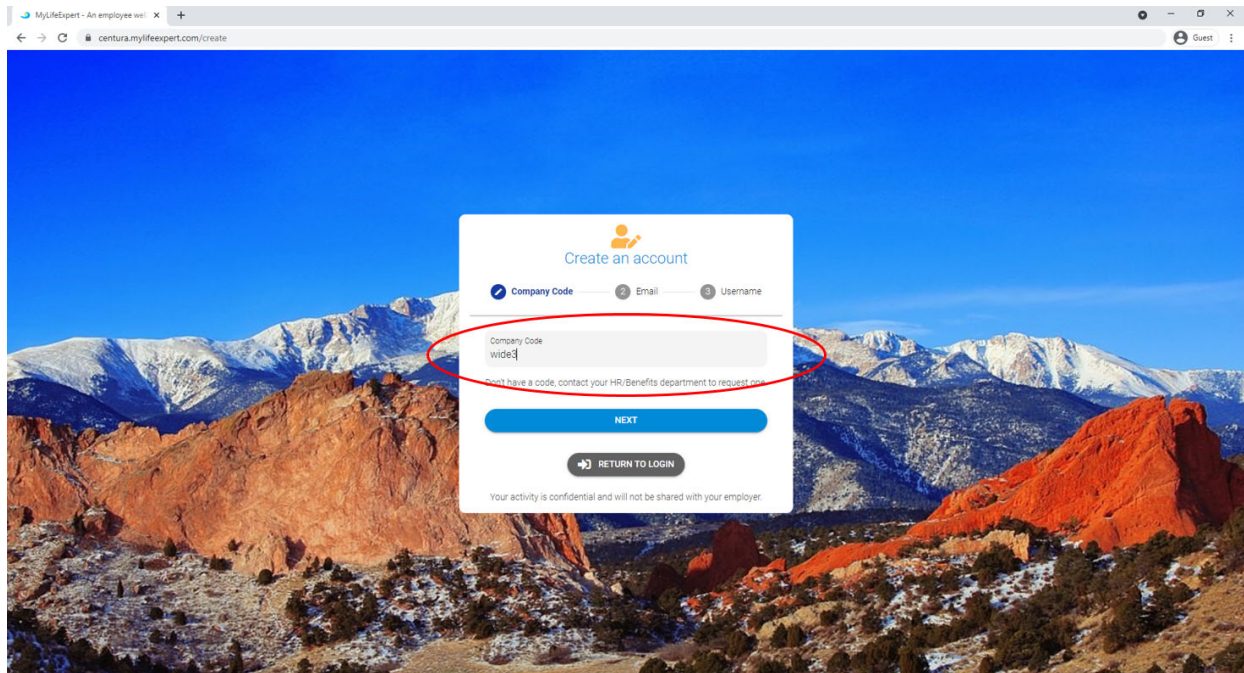
1 Start by opening a new tab and going to [profileEAP.org](https://profileeap.org)



2 On the right side of the screen click 'Sign Up'

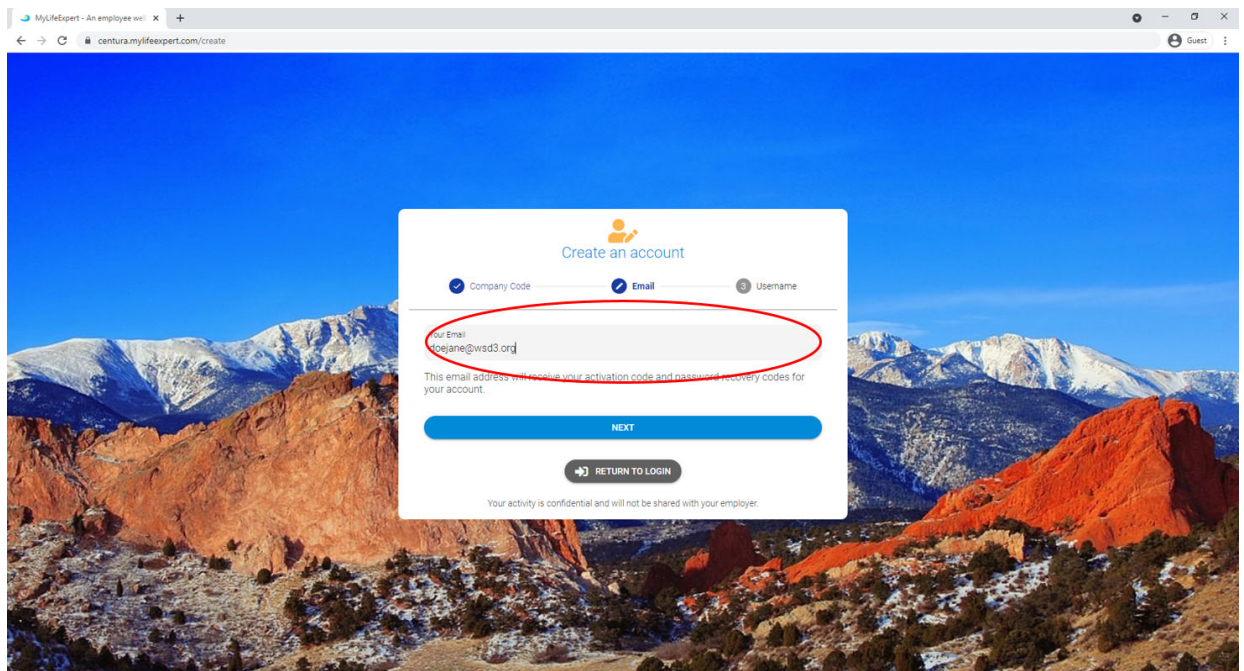


3 Enter “wide3” as the company code



The screenshot shows a web browser window with the URL centura.mylifeexpert.com/create. The page features a scenic background of red rock formations and snow-capped mountains. A white modal form titled "Create an account" is centered on the screen. The form has three steps: "Company Code", "Email", and "Username". The "Company Code" step is active, and the text "wide3" is entered into the corresponding input field, which is circled in red. Below the input field, there is a blue "NEXT" button and a grey "RETURN TO LOGIN" button. A small disclaimer at the bottom of the form states: "Your activity is confidential and will not be shared with your employer."

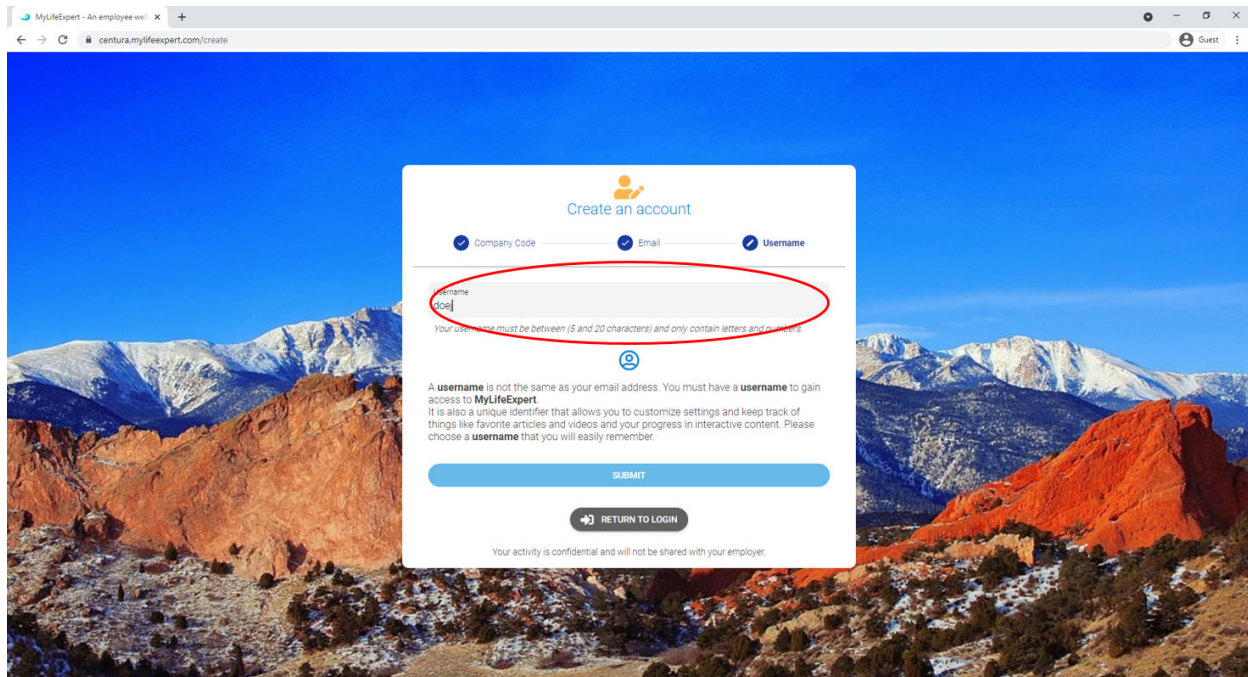
4 Enter your district email



The screenshot shows the same web browser window and scenic background. The "Create an account" form is now on the "Email" step. The "Email" input field is highlighted with a red circle and contains the text "tcejane@wsd3.org". Below the input field, there is a blue "NEXT" button and a grey "RETURN TO LOGIN" button. A small disclaimer at the bottom of the form states: "Your activity is confidential and will not be shared with your employer."

5 Create your username:

- 'LastNameFirstname' is the recommended form for your username, but you may use anything that you will remember
- WSD3 employees do not have access to reset EAP usernames or passwords, so to reset your credentials you must contact Centura Health



MyLifeExpert - An employee web site

centura.mylifeexpert.com/create

Create an account

Company Code Email Username

Username
doel

Your username must be between (5 and 20 characters) and only contain letters and numbers.

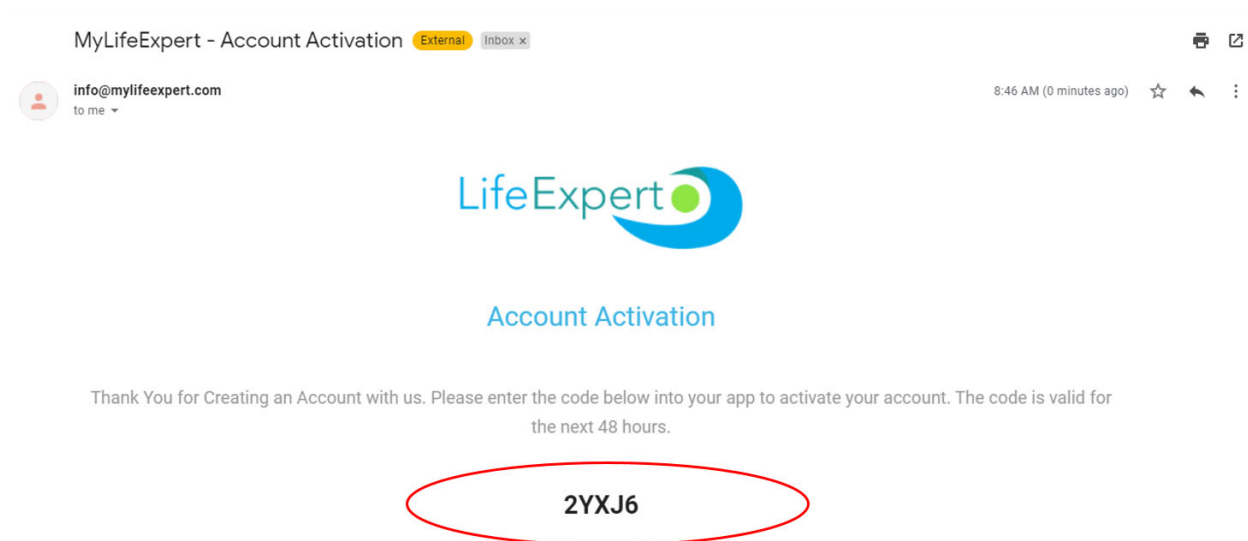
A username is not the same as your email address. You must have a **username** to gain access to **MyLifeExpert**. It is also a unique identifier that allows you to customize settings and keep track of things like favorite articles and videos and your progress in interactive content. Please choose a **username** that you will easily remember.

SUBMIT

RETURN TO LOGIN

Your activity is confidential and will not be shared with your employer.

6 You will receive an email with an activation code



MyLifeExpert - Account Activation External Inbox x

info@mylifeexpert.com to me

8:46 AM (0 minutes ago) ☆ ↶ ⋮

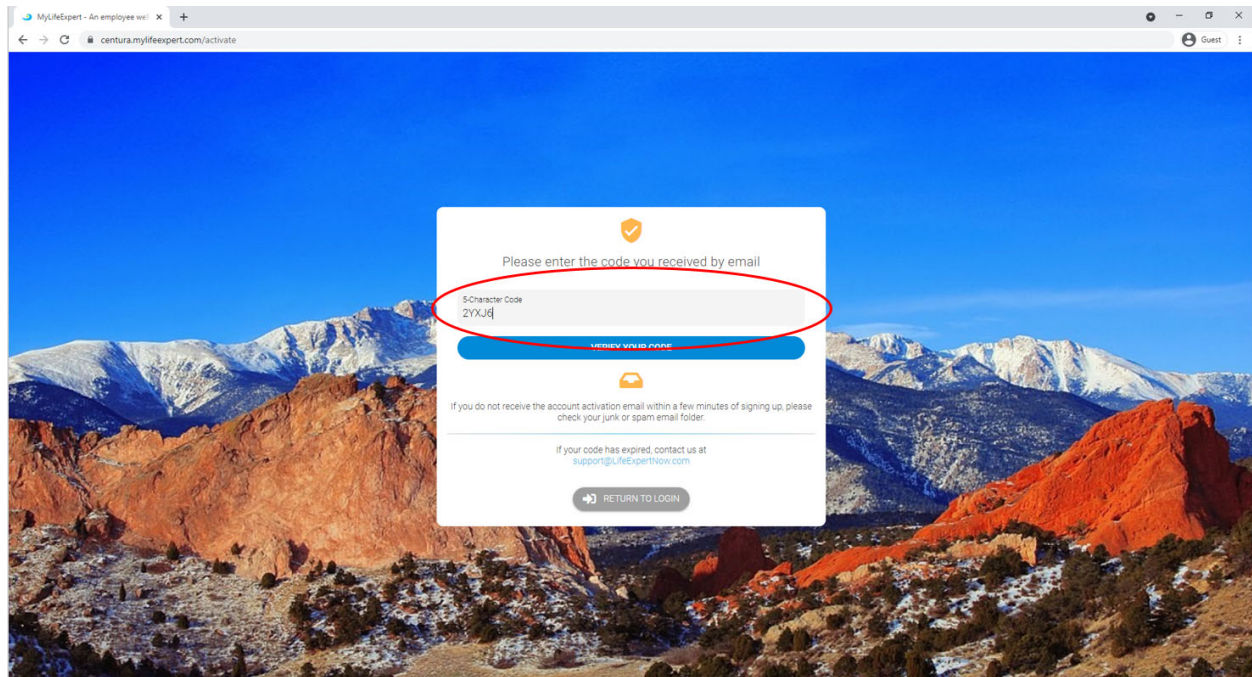
LifeExpert

Account Activation

Thank You for Creating an Account with us. Please enter the code below into your app to activate your account. The code is valid for the next 48 hours.

2YXJ6

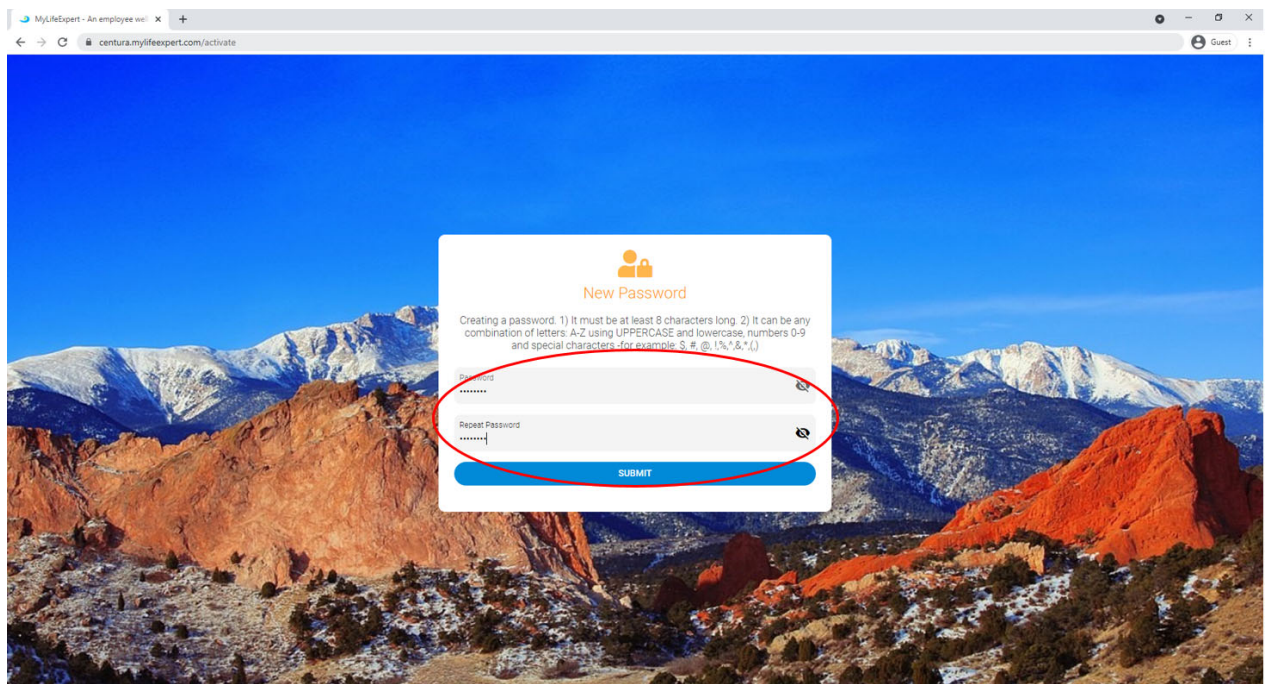
7 Enter the code to create your password



The screenshot shows a web browser window with the URL `centura.mylifeexpert.com/activate`. The page features a background image of a mountain range with snow-capped peaks and red rock formations. A white modal box is centered on the screen. At the top of the modal is a checkmark icon and the text "Please enter the code you received by email". Below this is a text input field labeled "5-Character Code" containing the text "2YXJd". A red circle highlights this input field. Below the input field is a blue button labeled "VERIFY YOUR PHONE". Further down, there is an envelope icon and text stating: "If you do not receive the account activation email within a few minutes of signing up, please check your junk or spam email folder." Below that, it says "If your code has expired, contact us at support@lifeexpertnow.com". At the bottom of the modal is a button labeled "RETURN TO LOGIN".

8 Create your password following these requirements:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character (\$#@!%^&*)



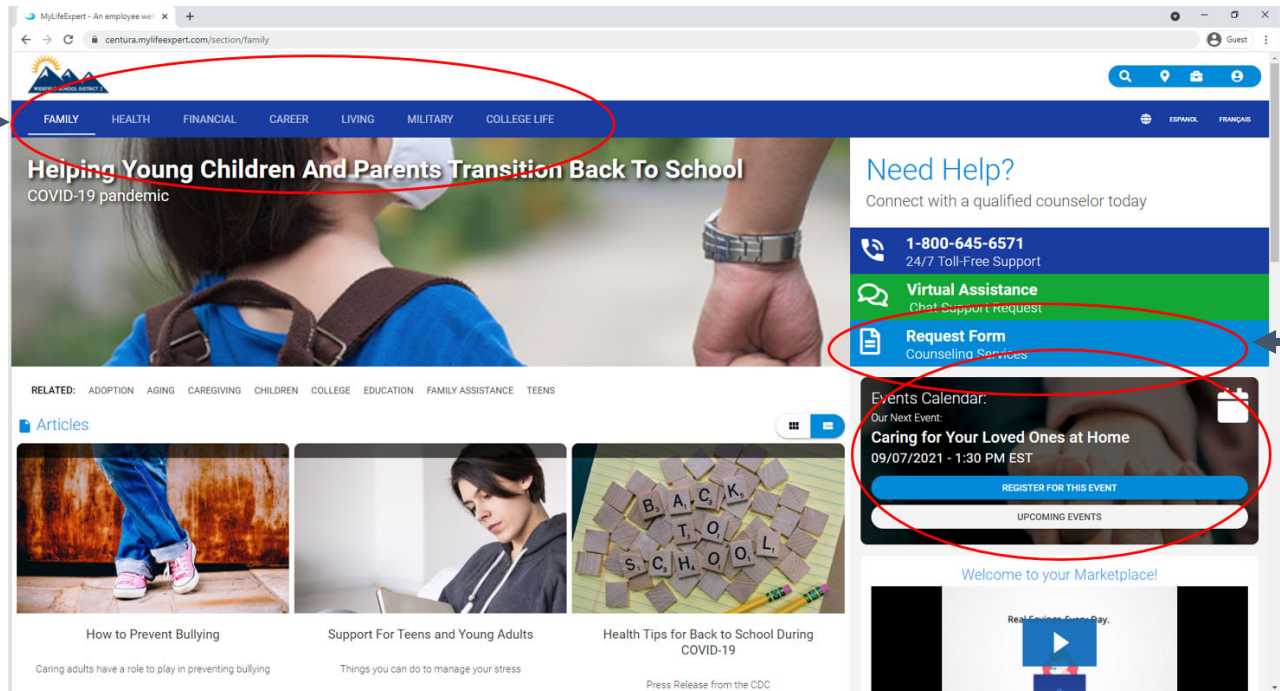
The screenshot shows the same web browser window with the URL `centura.mylifeexpert.com/activate`. The modal box is titled "New Password" with an icon of two people. Below the title, it says "Creating a password. 1) It must be at least 8 characters long. 2) It can be any combination of letters: A-Z using UPPERCASE and lowercase, numbers 0-9 and special characters (for example \$ # @ ! % ^ & * , _)". There are two text input fields: "Password" and "Repeat Password", both containing masked text (dots). A red circle highlights both input fields. Below the fields is a blue button labeled "SUBMIT".

- 9 For help setting up your Profile EAP portal or any other questions/concerns contact Centura Health or the WSD3 Finance department:

Rene Swindale
Benefits/Payroll
(719)391-3030
swindaler@wsd3.org

**Centura Health Colorado
Springs**
Profile EAP Assistance
(719)634-1825

USING YOUR EAP BENEFITS:



Each of the tabs along the top of the screen contain different types of articles for different subjects. To find advice, information, etc. for subjects such as family life, health, military life, etc. explore any of these tabs.

The Events Calendar offers a selection of different informational in-person and online events hosted by Centura Health and their affiliates.

Use the 'Request Form' button to complete a counseling intake form and begin the process of receiving counseling.