

# Boston University Employee Enrollment Program Guide



# How to Register

## STEP ONE

Go to [bu.propelwellness.com](https://bu.propelwellness.com) from your computer or mobile device.

## STEP TWO

From the login page, select the button that says "Register."

## STEP THREE

Complete the *Registration Information* section and click "Continue." You will need your BU ID during this process. Complete the *Account Information* section and click "Continue." In order to be eligible to participate, you must be a regular, compensated employee of the University, and your employment must have started no later than March 3, 2025. If you are hired after March 3, 2025, we look forward to including you in the Challenge next year. Students, volunteers, non-compensated, and temporary employees hired through Terrier Temps are not eligible to participate in this Challenge.

To get started, complete the Fitbit Request form if you require a fitness tracking device and sync your fitness tracking device to the portal. You can also explore well-being content by clicking the "Content" tab from the top navigation bar and start tracking your healthy actions. Fitbit® devices will be available on a first-come, first-served basis. If you received a Fitbit® device during a previous Challenge, we ask that you continue to use that device. And remember, the device is yours to keep!

Keep reading this guide to learn more about the BU wellness portal!

## Questions?

For eligibility questions, please get in touch with the BU employee wellness team for assistance.



# The Terriers Trek through Boston Challenge

## Frequently Asked Questions

### HOW DOES THE CHALLENGE WORK?

The Terriers Trek through Boston Challenge is a team-based activity challenge occurring **April 7 – May 16**. Throughout the challenge, participants will log their physical activities in the wellness portal to earn fitness points. There are hundreds of physical activities to choose from in the portal's Tracker allowing participants to choose the activities that make sense for their own fitness goals. We encourage employees of all fitness levels, goals, and abilities to participate. If you require accommodations or direction pertaining to your particular situation, please reach out to [bewell@bu.edu](mailto:bewell@bu.edu).

#### **Here is a breakdown of the challenge requirements:**

- 1. Eligibility to participate:** In order to be eligible to participate, you must be a regular, compensated employee of the University, and your employment at BU must have started no later than **March 3, 2025**. If you are hired after **March 3, 2025**, we look forward to including you in the Challenge next year. Students, volunteers, non-compensated, and temporary employees hired through Terrier Temps are not eligible to participate in this Challenge.
2. Participants must complete their registration through the portal before being added to a team.
3. All teams must be set up and finalized through the portal by their team captain no later than **March 21**.
4. Team captains will create teams and send invitations to prospective team members. Those who are invited to join the team must accept the team captain's invitation in the wellness portal and complete the Fitbit Request form if needed by **March 21**. Your invitation to join a team and the Fitbit Request form can be found on the homepage of the portal.

**Remember: only those who have registered through the portal can be invited to join a team. If you have not registered, your Team Captain will be unable to send you an invitation to participate so your first step is to register on the portal!**

### WHAT IS THE CHALLENGE GOAL?

The goal is for each team to aim for a collective average of 4,000 Fitness Points during the challenge period. For every 400 Fitness Points earned (team average), your team will unlock a new location on the leaderboard.

## WHAT ARE FITNESS POINTS?

Fitness Points are a composite score of an activity's intensity and duration. Upon logging your activity manually in the portal's Tracker, or automatically through a synced device, you will see an assigned point value that is specific to each physical activity's metabolic equivalent calculation and duration of performance.

**For example, 150 minutes of moderate physical activity per week is roughly equivalent to 200 Fitness Points.** Each team members' Fitness Points are averaged, and that is the score you will see for your team on the live leaderboard. You can backdate activity at any time in the Tracker, so be sure to log everything you are doing to stay active so you never have a day with "0" Fitness Points.

## WHAT ARE THE CHALLENGE PRIZES

We'd like to celebrate all participants of the Challenge, not just our top performing teams. While the Challenge platform will still track top performance, Challenge prizes will not be provided based on performance, but rather 3 randomly selected teams who complete the challenge. The Team Prizes will be a Team celebration lunch!

## HOW DO I REGISTER FOR A FITBIT?

Employees who need a device will need to complete the Fitbit registration form on the challenge page in the wellness portal by March 21 to receive a Fitbit. Team captains will be responsible for picking up Fitbits and handing them out to team members between **March 31 to April 4**.

Fitbit® devices will be distributed on a first-come, first-served basis based on the order you complete the Fitbit® Request Form on the challenge platform. If you received a Fitbit® device during a previous Challenge, we ask that you continue to use that device. And remember, the device is yours to keep!

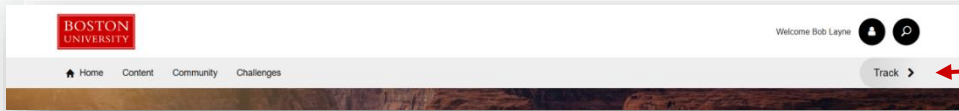
**First-time Fitbit® user?** If you are a first time Fitbit® user, you will need to register your device. To register with Fitbit® for first time users, visit <https://www.fitbit.com/global/us/setup> and follow the instructions provided with your device.

## WHAT ACTIVITY TRACKING DEVICES CAN I SYNC TO THE PORTAL?

There are several devices and health apps you can sync to the portal for your activity to automatically come through and count towards your team's average. This includes **Garmin, Fitbit, Apple and Google Fit devices and health apps**. You can easily access the device integration page from the homepage of the wellness portal. The device integration page has helpful step-by-step instructions and video tutorials to make syncing your device easy. Once you've synced your device, your activity will automatically come through and be converted to steps every 15 minutes. In addition to activity that comes through from your device, you can also manually log activity in the portal's Tracker.

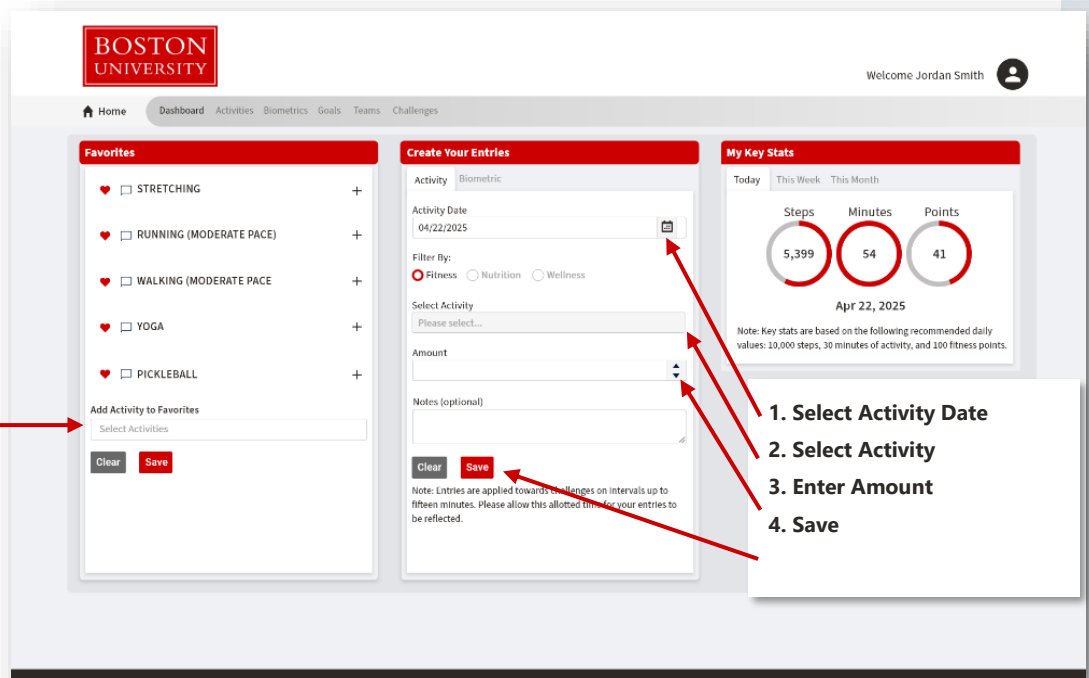
## HOW DO I MANUALLY TRACK MY ACTIVITY?

To manually log your activity, simply select Track from the main menu to open the Tracker. Then select the category of the activity you performed (Fitness, Nutrition, Wellness or Biometric), select the date of your activity and the amount. Select Save and your activity is logged!



From the main menu, select Track to open the Tracker.

From the Tracker Dashboard, follow the steps below to create an entry:



For faster entry, create Favorites shortcuts

1. Select Activity Date
2. Select Activity
3. Enter Amount
4. Save

During the challenge to see your team's progress, simply select the Challenge menu tab to see the leaderboard!

### Need help?

For all portal-related questions, reach out to Portal Support by chat, email or phone.  
[support@propelwellness.zendesk.com](mailto:support@propelwellness.zendesk.com)  
1.888.339.4131

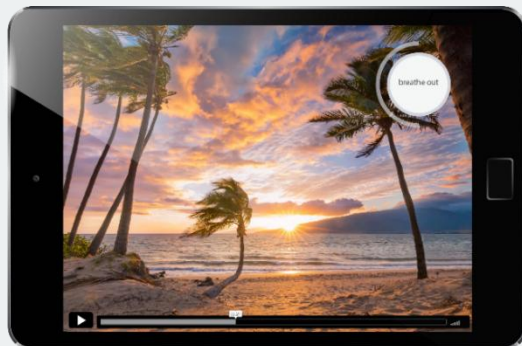
## Well-being Education + Tools

In addition to fun challenges and activity tracking, the BU Wellness Portal offers hundreds of resources across a wide range of well-being topics—including evidence-based articles, interactive self-paced programs, and much more—for you to find effective content and tools that help you actively manage your well-being needs! Examples include:

## Guided Fitness Videos



## Meditation and Mindfulness Tools



## Healthy Recipe Library

