## To Create or edit your member profile, visit rec.wellness.okstate.edu.



Select "Sign In" in the upper righthand corner. If you have active OKEY credentials, you will login using your OKEY credentials by selecting the "OKEY" button. If you do not have OKEY credentials and have previously created an account, you can login in by entering your email or username. If you do NOT have OKEY credentials and have NOT previously created an account, you can create an account by selecting "Sign Up".



To create an account, you will need to provide your first name, last name, date of birth, email, and password. After entering your information, click "Create Account".



You will then be taken back to the home page of the portal and you will see an "Account created!" notification in the upper right corner of your screen. Select "Complete Profile".



Next, select your email address in the upper right corner of your screen. A dropdown menu will appear. Select "Profile".



From here you can edit or add any additional personal information to your account.

	Search Programs	٩	🏋 🏚 👤 aquatics@okstate.edu
Jane	Personal Inform Date of Birth Gender Doe	nation Jan 1, 2000 + ADD GENDER	•
ID Number: Profile Payment Options	M-57567 Email Address Email Opt-In	aquatics@okstate.edu + ADD EMAIL ADDRESS  Subscribe to marketing and promotional	/
	Phone Number	+ ADD PHONE NUMBER	
	Address	Not Supplied	
	Program Informati	on Not Supplied	
	Family Member	S	
	法夫	<u>1</u> 1	
Momhovshine	Brograma		Facilities

Scroll to the bottom of the page until you see the "Family Members" section. Select "Add Family Member". <u>Please ensure you complete this step as it is important to register each family member for the program, as opposed to registering multiple family members under the parent's profile.</u>

	Search Programs	۹. ۲.	2 aquatics@okstate.edu
		+ ADD PHONE NOMBER	
	Address	Not Supplied	
	Program Information	Not Supplied	
	Family Members		
	There are no family members curr	ently on your profile. + ADD FAMILY MEMBER	
NEDARTMENT OF WELL	VFSS		
	1200	Follow US	
Part of the Divison of Student Affairs	<u>Oklahoma State University</u> 101 Colvin Center Oklahoma State University Stillwater, OK 74078 ( <u>map</u> ) (405) 744-5510   Contact Us	News   Events Social Media Directory	

Enter the family member's first name, last name, date of birth, and gender. Select "Save".

	Search Programs New Dependent	۹. X	Ä	🏚 👤 aquatics@okstate.edu
	First Name		NENUMBER	
	Last Name			
	Date of Birth Month Day This field cannot be changed once added.	♥ Year ♥		
	Gender Male	~	+ ADD FAMILY MEMBER	I
		CANCEL SAVE		
DEPARTMENT OF WELLN	ESS			
Part of the Divison of Student Affairs	Oklahoma State University 101 Colvin Center Oklahoma State University Stillwater, OK 74078 (map) (405) 744-5510   Contact Us	Fol New Soci	IOW US s   Events al Media Directory f <b>Y</b> O	
	沆卞	<u>1</u> 1		

## Continue this process until all family members are listed in your profile.

	Search Programs	٩		) F	👤 aquatics@okstate.edu
	Lindi Address	อนุนสถุธรฐอหรายส			
Profile		+ ADD EMAIL A	DDRESS		
Payment Options	Email Opt-In	Subscribe to marketing	ng and promotional emails		
	Phone Number	+ ADD PHONE	NUMBER		
	Address	Not Supplied			
	Program Information	Not Supplied			
	Family Members				
	Doe Family (Head Of F	amily)			
	Full Name	Relationship	Date of Birth	Gender	
	John Doe	Dependent	Jan 1, 2000	Male	
			+ ADD FAMI	LY MEMBER	
	流夫	1้ 1			