

ReadySet FAQs

How do I log in?

Returning users

Log in to ReadySet using your UTSW username and password:

<https://utsw.readysetsecure.com/rs/rest/samlssso/requestSSO>

<OR>

Log in to ReadySet with your ReadySet username and password:

<https://utsw.readysetsecure.com/>

New users

You will need to navigate to the ReadySet site and set up a new account (see below).

How do I set up a new account?

If you have logged into ReadySet before, you should not create a new account.

For new users only, go to the ReadySet site at <https://utsw.readysetsecure.com/>. Select **New User? Click Here to Begin** from the center of the log in page. Follow the simple, step-by-step online process. You will be required to enter specific information regarding your employment, as well as demographic information. The Access/Org Code is 1860.

For detailed instructions and screen shots, see the ReadySet [Tip Sheet](#).

Remember to keep your username and password stored in a safe location.

What if I forgot my username and/or password?

Please call Occupational Health at 214-645-5300 for assistance in obtaining your username and resetting your password.

What if I'm locked out of ReadySet?

Please call Occupational Health at 214-645-5300 for assistance.

How do I complete my surveys for my Occupational Health appointment?

To complete your surveys, first [log in](#) to ReadySet. Once logged in, choose **Health Surveys** on the left-hand side of the screen and click on any surveys that are marked as **Incomplete**. Be sure to press "Submit Final" when you are done. You will see a green check mark if the survey was correctly submitted.

How do I complete my Seasonal Flu Survey?

First, [sign in](#) to ReadySet (for returning users) or set up a [new account](#) (new users).

Once logged in, choose **Health Surveys** on the left hand side and click on the **Seasonal Flu Survey**. Once the survey is completed, you must choose "Submit Final." You will see a green check mark if the survey was correctly submitted.

How do I obtain my immunization records and test results?

1. Log in to ReadySet.
 - To log in using your UT Southwestern username and password:
<https://utsw.readysetsecure.com/rs/rest/samlSSO/requestSSO>
 - To log in using your ReadySet username and password:
<https://utsw.readysetsecure.com/>
2. To see your medical records and results do the following steps:
 - a. On the Welcome page, select "Click here to review and print your test results or letters."
 - b. Scroll down to the bottom and click on Vaccinations and Certifications Only or Complete Medical Records.
 - c. Your records/results will appear and can be printed.

I'm a manager. How can I find out in ReadySet if my employees are compliant?

1. Log in to ReadySet using your UTSW username and password at:
<https://utsw.readysetsecure.com/rs/rest/samlssso/requestSSO>.
 - a. All your employees should be listed under this tab.
 - b. If you are unable to see an employee, please check with your department to make sure you are listed in PeopleSoft HCM as the employee's direct supervisor.
2. Click on the Supervisor tab.
3. If the STATUS tab indicates "DUE" that means non-compliant.