



Steps to create a log-in for the Lejeune Workplace Wellness homepage:

1. Go to www.insidertrainingfitness.com
2. Click on the "Workplace Wellness" tab. (If you are a new user you'll need to create log-in and password to access your organization's site. If you are a returning user please log-in to the site with your information).
3. On the "Workplace Wellness" page, click "Sign-Up"
4. Fill out the "Sign-Up" screen with your 1) name, 2) email address and 3) create a password. (This will be your password to access the site in the future. You'll receive an email confirmation with your email address and password later).
5. Click "Sign-Up Now"
6. Wait for approval. The administrator will provide you access to the site within 24-48 hours.
7. Look for your "Membership Approval" email. You'll receive this email which will contain your email address and password. (please store your password in a secure location).
8. Once you are approved you can access your organization's wellness site by entering your email address and password.
9. Visit the site regularly for upcoming courses, programs and wellness info!

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