To begin using the WPAT, you will first need to create a new team. Go to the WPAT page located on the CDC Healthy Schools website. Click on the “Start Here” button.

This will take you to the WPAT platform, where you can access the assessment. You will see some introductory information.

In order to take the assessment, you will need your reference number. If this is your first time visiting the WPAT, then you will need to click on the “register” button to create a new team and get a reference number.

To create a new team, you will need to provide a Team Name and add the email addresses of each team member.

The email addresses associated with the team are used only for correspondence directly related to the WPAT team and changes to your team membership. These email addresses will not be used in any other way and will only be viewable by other members of your team.

Click “add” after each email address you enter. When you are finished adding email addresses of team members, click the “Create Team” button.

You will then receive an email with your WPAT reference number. Keep this number as you will need it each time you want to log in to take the WPAT assessment.

Once you receive the reference number by email you can return to the WPAT login screen. Add the number into the reference number box on the login page, then press enter to register your team.

Next, you will see the Welcome to the Wellness Policy in Action Tool page. This page will provide the following details:

* A brief overview of the tool and information on the 31 topics addressed;
* An explanation of how the School Health Index and WellSAT 3.0 tools play a role in the WPAT; and
* Information on how you can use scores from a previously completed School Health Index and WellSAT assessment to complete the WPAT.

If you have not completed the School Health Index and WellSAT, you can still complete the WPAT assessment by answering questions directly in the WPAT tool.

After you have read this information, click “Start a New WPAT” to begin.

On this page, create a name for the current assessment—for example, “ABC 123 for Spring 2023.”

Select whether the assessment is for an elementary school or middle or high school.

Add the State School ID and State District ID numbers. If you do not know these numbers, you can look them up by clicking on the “Look up School ID” hyperlink.

This will take you to the National Center for Education Statistics web page, where you can search for the school by zip code. Click on your school’s name to see the state school ID and state district ID. Copy and paste those numbers into the correct boxes and click “continue”.

This will take you to the first page of the WPAT assessment.

You can now begin the WPAT assessment. Our next video will show how to begin answering the WPAT questions and how to navigate through the tool.