Step-by-Step Instructions on Using the Fusion Portal

1. To access the Fusion portal, go to [www.recreation.udel.edu](http://www.recreation.udel.edu)
	1. The main page gives you short cuts to recreation services, news updates, a calendar of group exercise classes, and a live feed of the recreation Twitter account
2. You will then select the “Log In” button on the upper hand corner
	1. Once your screen gets to the “Log In” screen, select “Sign in with CAS” and log in with your UD account and password
	2. After logging in you will be prompted back to the main page
3. If you notice there is a notification on the upper right hand corner next to your name, you will need to sign a liability waiver
	1. You will need to click on the notification to complete this process
4. In order to sign up for group fitness classes, you will need to have purchased the All Access Membership
	1. You can view if you have purchased this membership by clicking on your name in the upper right hand corner, selecting “profile” in the drop down menu, then selecting the “memberships” tab on the left-hand side
	2. If you have not purchased the All Access Membership, please visit [www.udel.edu/healthyu](http://www.udel.edu/healthyu) to do so
	3. Please note that if you recently purchased the All Access Membership, that you may have to wait up to 2 days to register for a group fitness class
5. Once you are back at the main page, you will select “Employee Health & Wellbeing” under “Navigation”
	1. To view the group fitness classes offered for employees only, select “Wellbeing Group Fitness (Employee)” under “Classification” on the left hand side
		1. You can also view group fitness classes based on semester and days offered which are located on the left hand side
	2. After selecting on the class you would like to participate in, it will provide you a description of the class along with the date, time, and spots available
		1. Please note that you are only able to register for group fitness classes 24 hours in advance so if the class date and time is not present that means it is too early to sign up
		2. In addition you can still register up until 1 minute before class start as long as there is space available
	3. You will then select “register”, which will prompt you to reading a fitness waiver to participate in the class, after reading select “accept now”
	4. Following registration you will receive an email confirmation of your “online purchase receipt”
		1. This confirms your reservation in the class along with check-in and cancellation instructions; for further information on policies please visit the Employee Health & Wellbeing’s main site
6. Overall by registering in advance for the group fitness class, allows you to reserve your spot in class and benefit by knowing you are guaranteed a spot to participate in your favorite class!

\*\*If you need to cancel a reservation on Fusion, click on your name on the upper right hand corner then click on “Profile” on the dropdown menu. On the left hand side you will click on “Programs” which will show you what classes you are registered for. From there you can cancel your reservation.