



Accessing ShipShape Materials on milSuite

Go to www.milSuite.mil. Click 'I AGREE', select CAC certificate, and enter PIN when prompted.



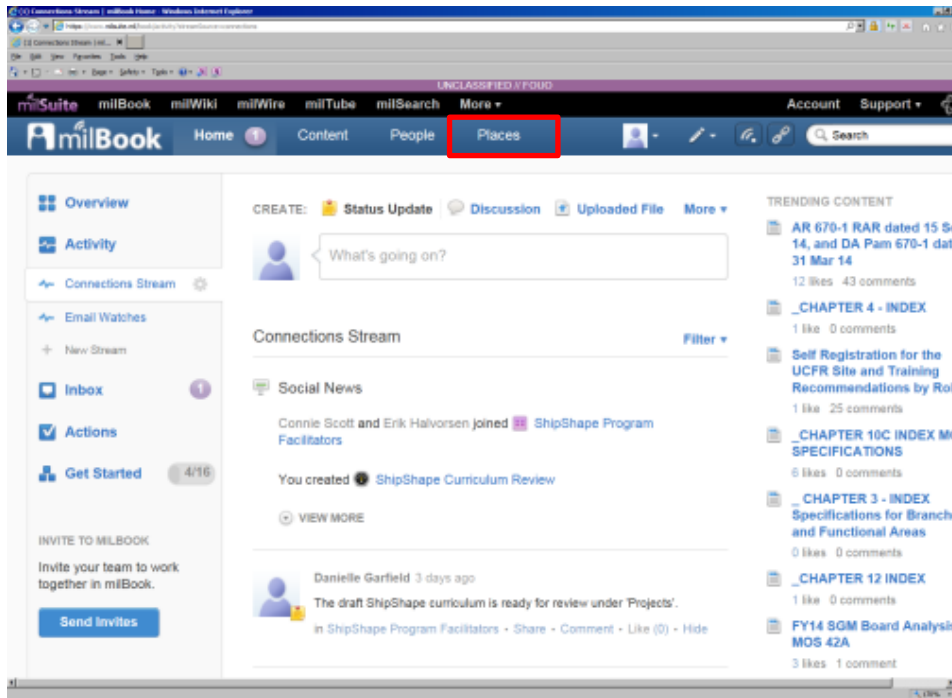
*Note: If you have not already done so, follow the directions to create a milSuite account.

Once logged in, select milBook icon

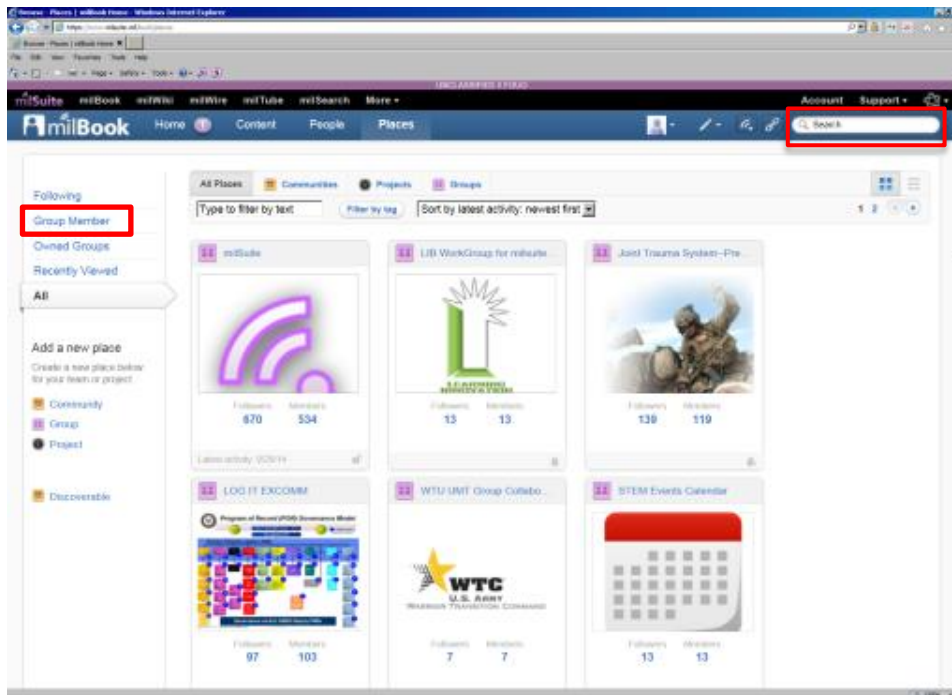




Click Places



Click Group Member



*Note: If you are not a member of the ShipShape Program Facilitators group, search for the group in the search box in the upper right hand corner and request to be invited. You must be a ShipShape Facilitator to join this group.

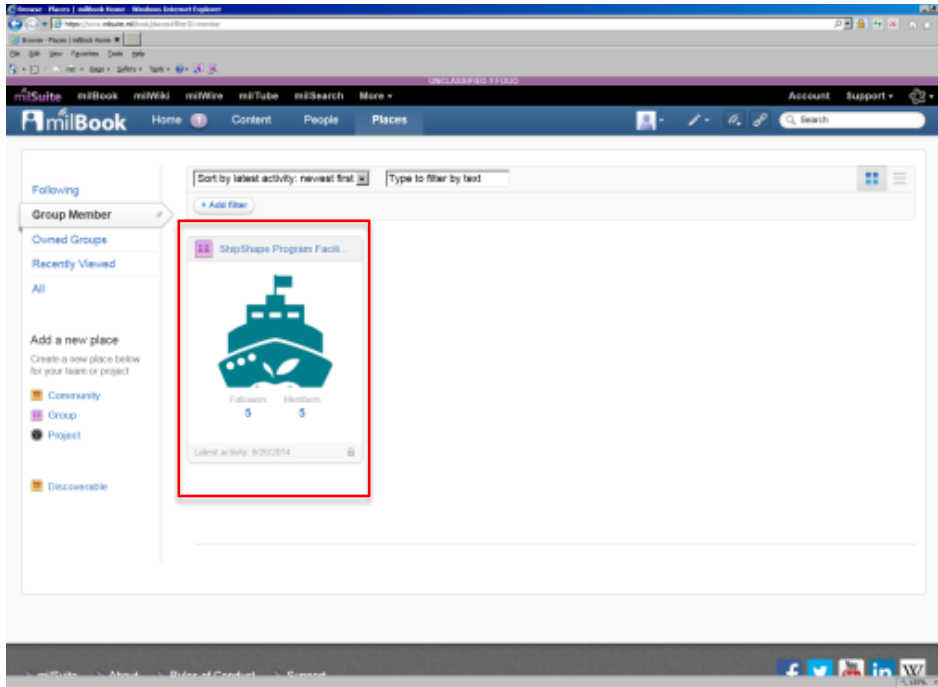


NAVY AND MARINE CORPS PUBLIC HEALTH CENTER

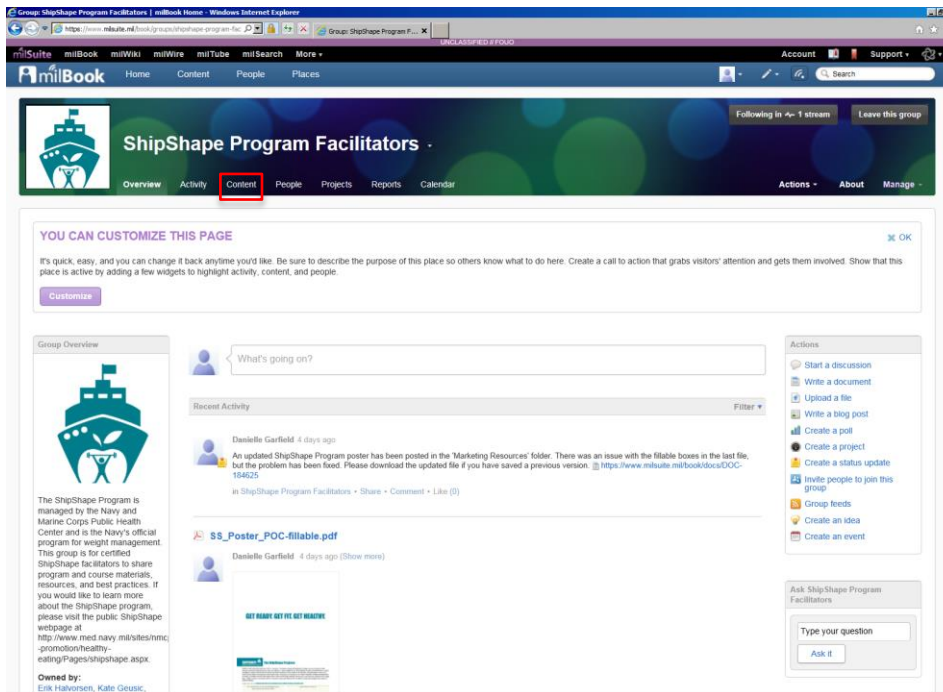
PREVENTION AND PROTECTION START HERE



Click ShipShape Program Facilitators group



Click on 'Content'





View folders under 'Categories' for ShipShape Program materials

The screenshot shows the milSuite interface for the ShipShape Program Facilitators group. The 'Categories' sidebar on the left is highlighted with a red box and contains the following folders:

- Facilitation Resources
- Facilitator Marketing Toolkit
- Marketing Resources
- Program Intro_Nuts & Bolts
- Session 0: Orientation
- Session 1: Steps to Success
- Session 2: Fueling Your Body and Brain
- Session 3: Weight Loss Tracking and Trends
- Session 4: Power Up! Physical Activity
- Session 5: Psychology of Weight Management
- Session 6: Creating Supportive Environments
- Session 7: Stress Management
- Session 8: Preparing for the Future
- ShipShape Program Follow-up

The main content area displays a list of documents with the following columns: Title, Author, Views, and Latest activity. The list includes:

Title	Author	Views	Latest activity
SS_Poster_POC-fillable.pdf	Danielle Garfield	3	March 19, 2015 3:21:35 PM
SS_Factsheet_POC-fillable.pdf	Danielle Garfield	2	March 19, 2015 3:21:03 PM
SS_Brochure_121714v2_POC-fillable.pdf	Danielle Garfield	2	March 19, 2015 3:20:25 PM
ShipShape_Roster_Reporting_Form_2015_03_19.xlsx	Erik Halvorsen	3	March 19, 2015 9:46:42 AM
ShipShape_S8_PreparingfortheFuture.pdf	Danielle Garfield	6	March 12, 2015 4:31:32 PM
ShipShape_S8_PreparingfortheFuture_Participant.pdf	Danielle Garfield	17	March 12, 2015 4:30:49 PM
ShipShape_S8_PreparingfortheFuture.pptx	Danielle Garfield	11	March 12, 2015 4:30:02 PM
SS_Session 8_Preparing for the Future.pdf	Last modified by Danielle Garfield	26	March 12, 2015 4:28:54 PM
SS_Session7_Tips for Better Sleep.pdf	Last modified by Danielle Garfield	25	March 12, 2015 4:20:08 PM
SS_Session7_Stress Navigation Plan for Weight Loss.pdf	Last modified by Danielle Garfield	20	March 12, 2015 4:19:18 PM
SS_Session7_Just the Facts_Life Stress.pdf	Danielle Garfield	10	March 12, 2015 4:18:16 PM
SS_Session7_Indicators_of_Overstress.pdf	Last modified by Danielle Garfield	20	March 12, 2015 4:16:48 PM
SS_Session7_Food and Stress.pdf	Last modified by Danielle Garfield	18	March 12, 2015 4:15:53 PM

Navigate through all of the folders under 'Categories':

- Facilitation Resources
- Facilitator Marketing Toolkit
- Marketing Resources
- Program Intro_Nuts & Bolts
- Session 0: Orientation
- Session 1: Steps to Success
- Session 2: Fueling Your Body and Brain
- Session 3: Weight Loss Tracking and Trends
- Session 4: Power Up! Physical Activity
- Session 5: Psychology of Weight Management
- Session 6: Creating Supportive Environments
- Session 7: Stress Management
- Session 8: Preparing for the Future
- ShipShape Program Follow-up

*Audio files are in their respective session folders that can direct you through each session.



Saving Files

In order to save files for your own use, follow the example below:

Select the folder you want to view, and select the file you want to open/save

The screenshot shows the 'ShipShape Program Facilitators' group page on milSuite. The 'Content' tab is active, displaying a list of files. The file 'SS_Session1_Set Your Weight Loss Goals_18DEC.pdf' is highlighted with a red box. A red arrow points from the 'Content' tab to this file.

Title	Author	Views	Latest activity
ShipShape_Session1_Steps to Success_18DEC_Locked.pptx	Erik Halvorsen	99	December 31 2014 11:21 AM
Session 1 (webinar audio).mp3	Erik Halvorsen	23	December 31 2014 10:02 AM
ShipShape_Session1_Steps to Success_18DEC.pdf	Kate Geusic	14	December 22 2014 2:15 PM
SS_Session1_CredibleResourceList_18DEC.pdf	Kate Geusic	17	December 22 2014 2:15 PM
SS_Session1_Set Your Weight Loss Goals_18DEC.pdf	Kate Geusic	12	December 22 2014 2:14 PM
SS_Session1_Weekly Food andActivity Diary_18DEC.pdf	Kate Geusic	16	December 22 2014 2:13 PM
Weight Loss Readiness Test II_2014.pdf	Kate Geusic	9	December 22 2014 2:13 PM
S3_5-A-Day for wt control.pdf	Kate Geusic	12	December 22 2014 2:12 PM
SS_Session1_FFARiskAssessment.pdf	Kate Geusic	14	December 22 2014 2:11 PM

Click 'Download', select 'Save As', and save file to your local drive

The screenshot shows the document viewer for 'Set Your Weight Loss Goals'. The 'Download' button is highlighted with a red box. A red arrow points from the 'Download' button to the 'Save As' option in the download dialog box.

Please note that the document shown above is an approximation of the original document.

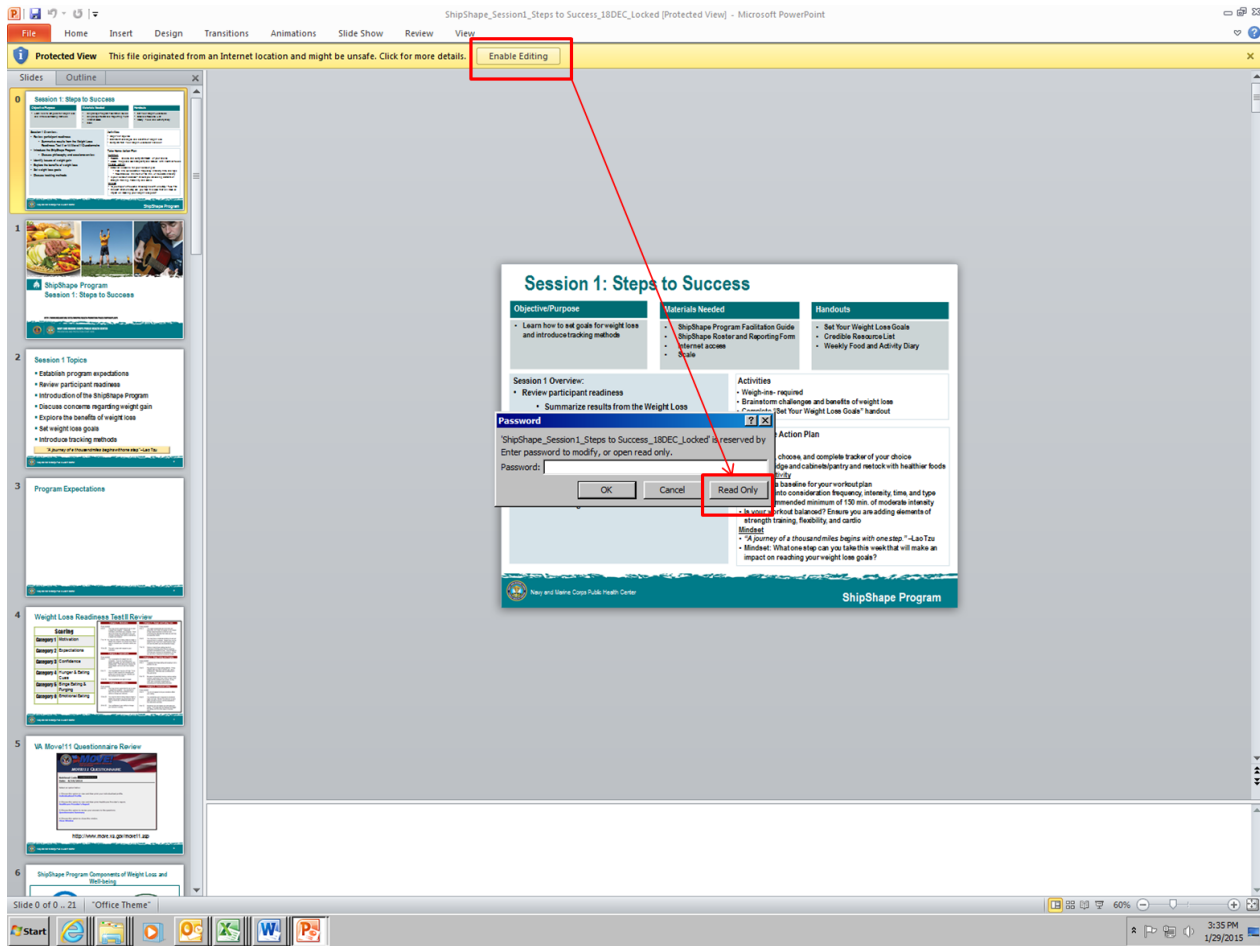
SS_Session1_Set Your Weight Loss Goals_18DEC.pdf (476.3 K)
[Download](#)
 No security policy violations found. The file was last scanned 1 month ago.

Do you want to open or save **SS_Session1_Set Your Weight Loss Goals_18DEC.pdf** (476 KB) from [www.milsuite.mil](#)?

Open Save Cancel



For the PowerPoint sessions, follow the same process for saving files. Once you open the PowerPoint session, select 'Enable Editing' and 'Read Only'



All PowerPoint sessions are locked and cannot be edited however can be saved and printed for facilitator use in 'Read Only' mode.

For further questions, please contact usn.hampton-roads.navmcpubhlthcenpcors.list.nmcpsh-shipshape@mail.mil.