

Navigation Guide to SentaraEAP.com

This Guide includes step-by-step instructions to key content areas on the website, including:

1. [Online EAP orientations](#) both (for leaders and for employees)
2. [Management consultations and formal referral](#) process and documents
3. [Marketing toolkit](#) with resources such as EAP brochures, Frequently Asked Questions documents, digital ads, annual webinar calendar
4. [Training](#) with information on topics facilitated by EAP trainers, web-based training modules, and fee-for-service presentations, as well as instructions on accessing the new *Learning Centers* tool
5. [Work/Life portal](#) to access resources for managing routine life activities, and legal, financial and identity theft matters. (NOTE: *Work/Life Services* tile will only display if your organization has the contracted benefit.)
6. [Webinars](#) (monthly feature and archived recordings)
7. [Employee well-being](#) resources for use by employee wellness committees or individuals

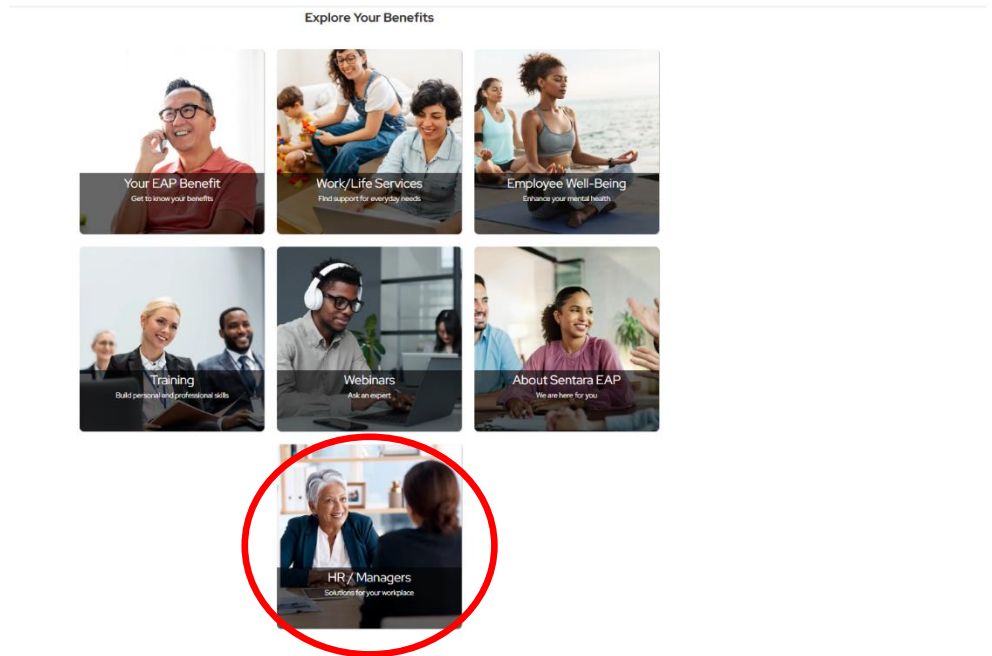
Need further assistance with navigating the website? We're ready to help you!

Contact your Account Manager via EAP@sentara.com or 1-800-899-8174.

1. Online EAP Orientations

EAP Orientation for Leaders

Click on the **HR/Managers** tile



Click on **EAP Orientation for Leaders**

HR / Managers

Resources to help you use your Sentara EAP.

Call 1-800-899-8174 for a management consultation.

Management Assistance

- [Frequently Asked Questions for Managers](#)
- [EAP Orientation for Leaders](#)
- [EAP Guide for Leaders](#)
- [Management Consultations](#)
- [Formal Referral Overview](#)
- [Formal Referral Form](#)
- [Tips for Promoting Your EAP to Employees](#)
- [Training Topics](#)
- [Marketing Toolkit](#)

Leadership Development Resources

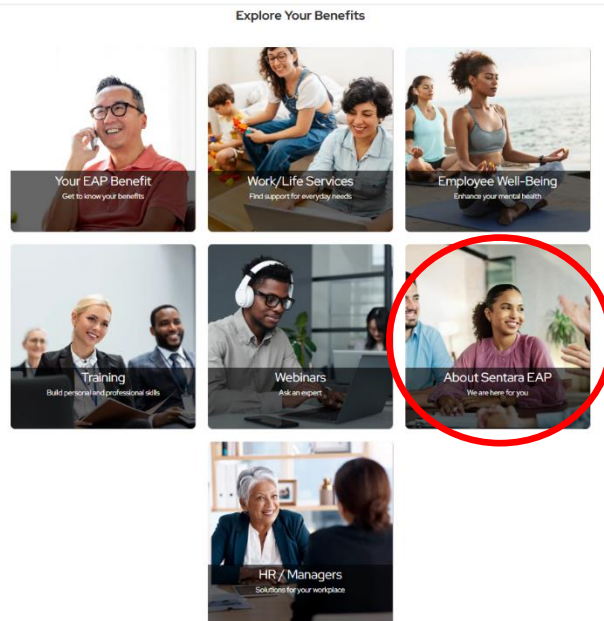
- [Leadership Articles](#)
- [Tip Sheets](#)

Addressing Employee Mental Health

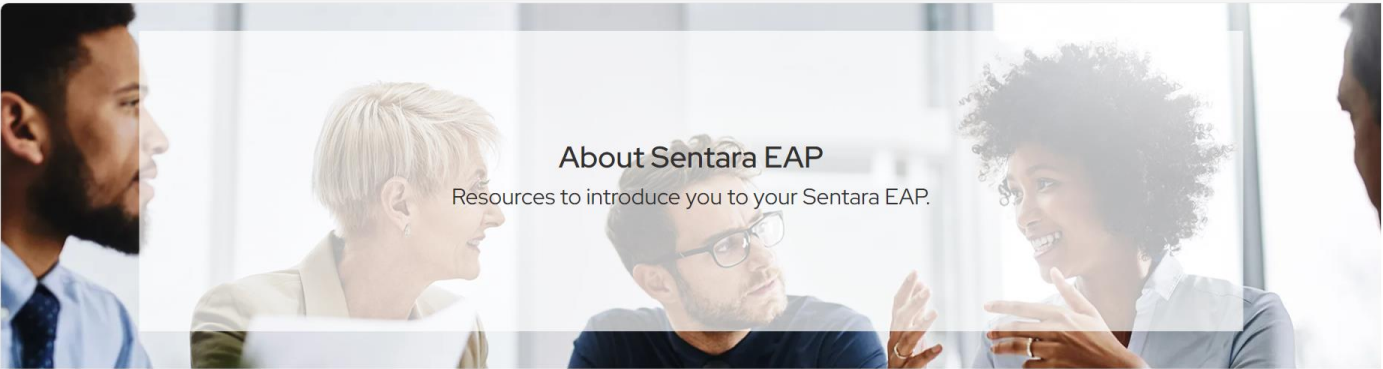
- [Creative Workplace Adjustments for Mental Health](#)
- [Framework for Workplace Mental Health & Well-Being](#)
- [Mental Health Reference Guide for Managers](#)
- [Supporting Employee Mental Health](#)

EAP Orientation for Employees

Click on the **About Sentara EAP** tile



Click on **EAP Orientation for Employees**



About Sentara EAP

Resources to introduce you to your Sentara EAP.

Understanding Your EAP

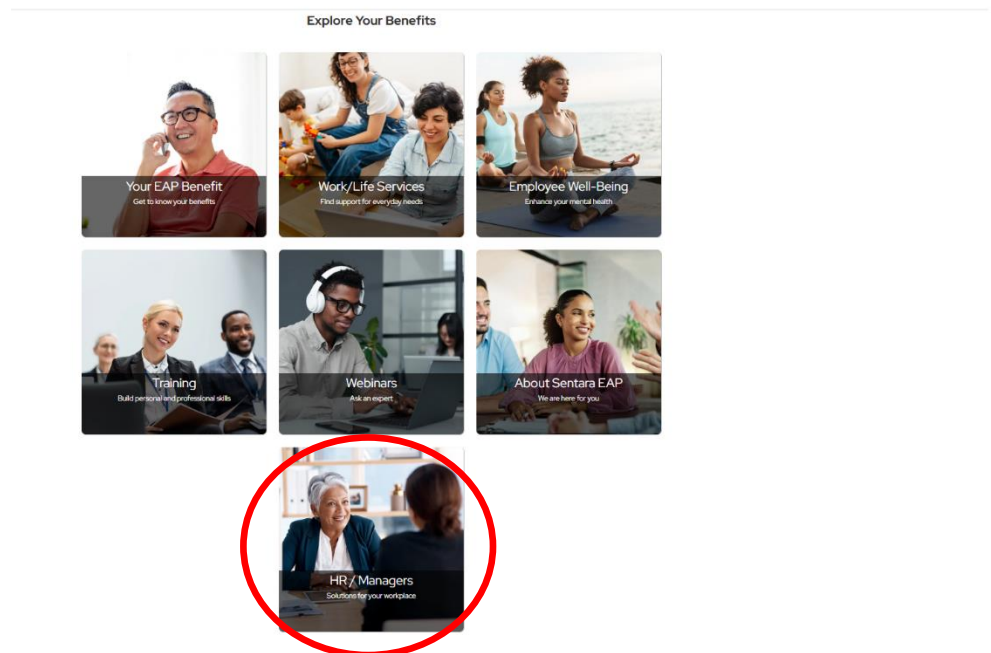
[Frequently Asked Questions](#)[What to Expect When You Contact Sentara EAP](#)[EAP Orientation for Employees](#)

Our Team

[Leadership Team](#)[Organizational Chart](#)

2. Management Consultation; Formal Referral Process and Documents

Click on the **HR/Managers** tile



Explore the links entitled, **Management Consultations**, **Formal Referral Overview**, **Formal Referral Form**



HR / Managers

Resources to help you use your Sentara EAP.

Call 1-800-899-8174 for a management consultation.

Management Assistance

- [Frequently Asked Questions for Managers](#)
- [EAP Orientation for Leaders](#)
- [EAP Guide for Leaders](#)
- [Management Consultations](#)
- [Formal Referral Overview](#)
- [Formal Referral Form](#)
- [Tips for Promoting Your EAP to Employees](#)
- [Training Topics](#)
- [Marketing Toolkit](#)

Leadership Development Resources

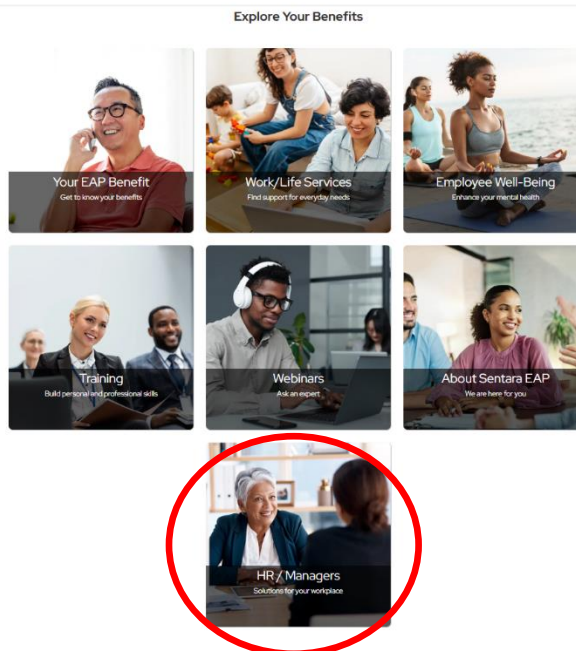
- [Leadership Articles](#)
- [Tip Sheets](#)

Addressing Employee Mental Health

- [Creative Workplace Adjustments for Mental Health](#)
- [Framework for Workplace Mental Health & Well-Being](#)
- [Mental Health Reference Guide for Managers](#)
- [Supporting Employee Mental Health](#)

3. Marketing Toolkit

Click on the **HR/Managers** tile



Click on **Marketing Toolkit**

HR / Managers

Resources to help you use your Sentara EAP.

Call 1-800-899-8174 for a management consultation.

Management Assistance

- Frequently Asked Questions for Managers
- EAP Orientation for Leaders
- EAP Guide for Leaders
- Management Consultations
- Formal Referral Overview
- Formal Referral Form
- Tips for Promoting Your EAP to Employees
- Training Topics
- Marketing Toolkit**

Leadership Development Resources

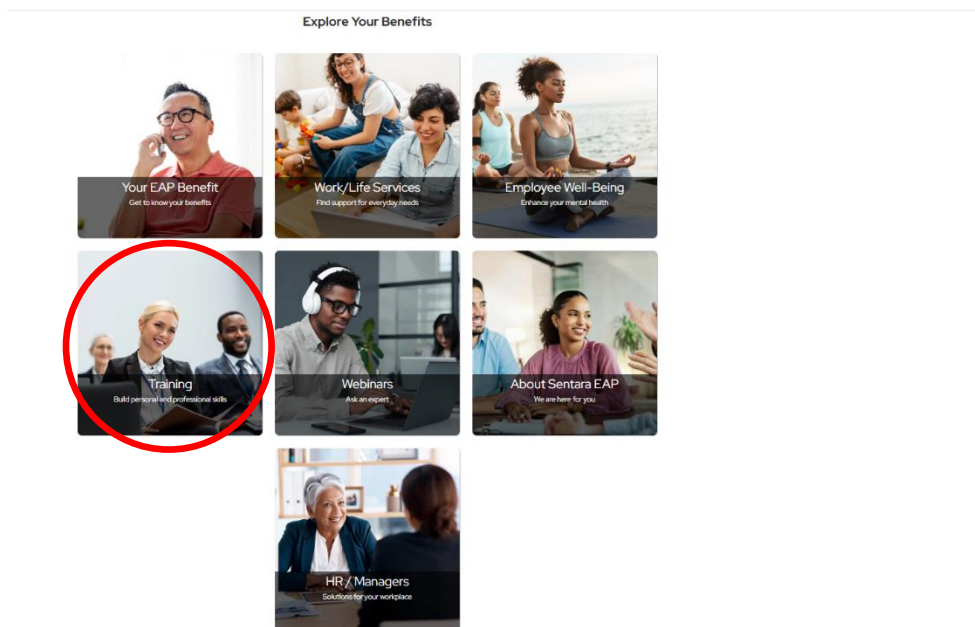
- Leadership Articles
- Tip Sheets

Addressing Employee Mental Health

- Creative Workplace Adjustments for Mental Health
- Framework for Workplace Mental Health & Well-Being
- Mental Health Reference Guide for Managers
- Supporting Employee Mental Health

4. Training

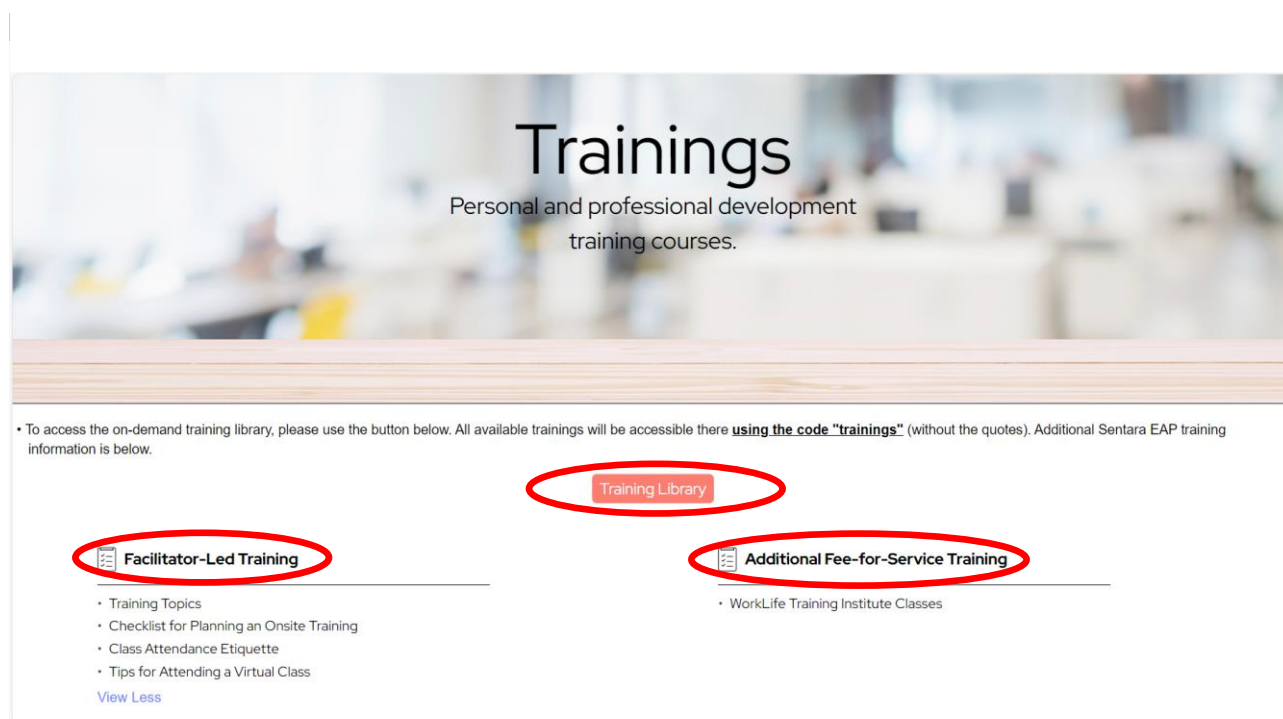
Click on the **Training** tile



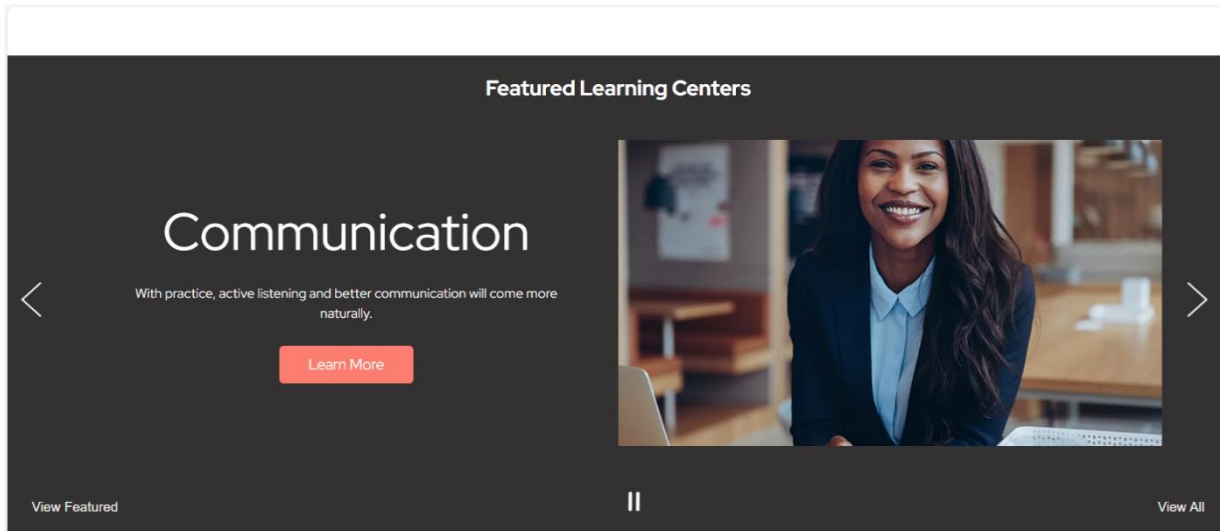
View content under **Facilitator-Led Training** to explore current topics delivered by the Sentara EAP Training team.

Click on the **Training Library** to explore the library of web-based training modules.

View content under **Additional Fee-for-Service Training** to explore over 200 topics available to be presented by subject matter experts.



Additionally, our new educational feature, *Learning Centers*, can be accessed from the homepage, just under the tiles:

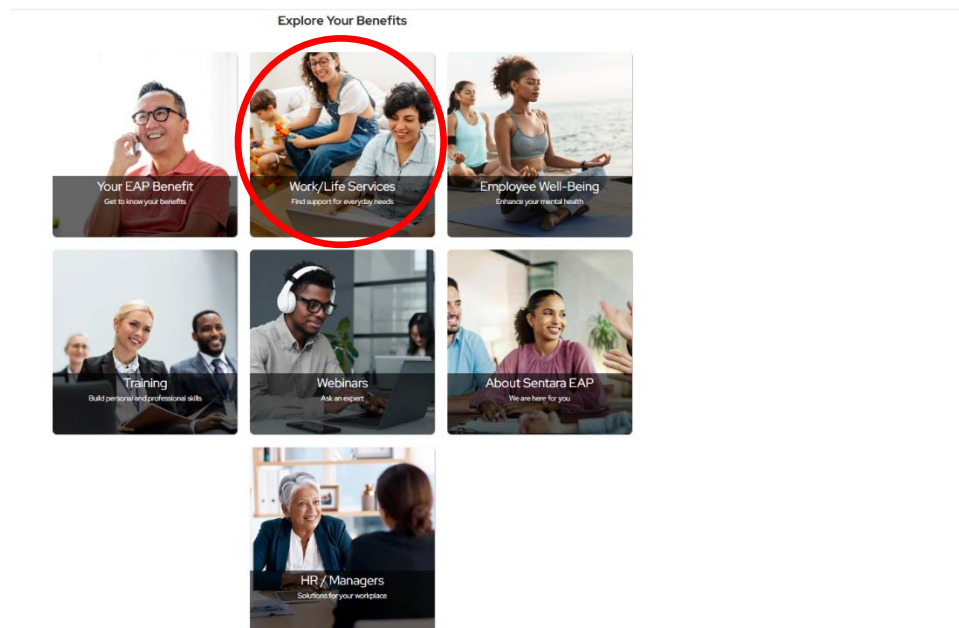


Learning Centers are micro-learning content collections on the most popular topics on the site.


Each center features training and education-focused resources like webinars and trainings, recommendations for Apps, podcasts, books, videos, blogs, and more.

5. Work/Life Services

Click on the **Work/Life Services** tile



Which will directly link you to the Work/Life portal. Simply follow the instructions on the page to log in.



Select Language ▾

Welcome To Your
Work Life Portal

Call: 800-899-8174

If you are experiencing a life-threatening situation, please call 911 or immediately go to an emergency room.

Providing resources for members to live happier and healthier lives.

Log In:

Browse benefits, request services, explore self-help content and enjoy 24/7/365 access.

Required *

Email *

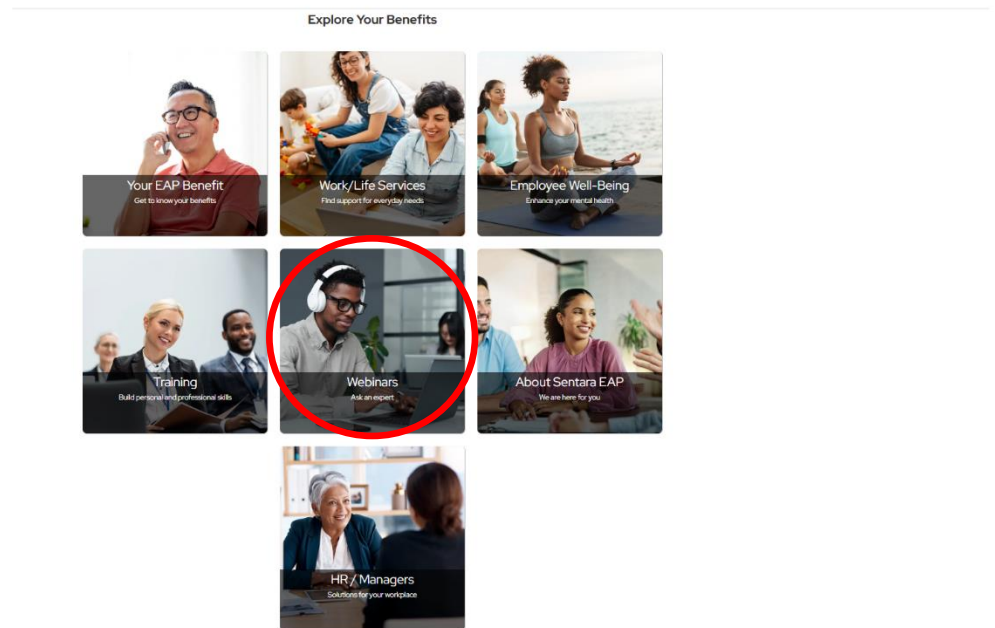
Email

Your organization has partnered with us to give you access to:

- Self Help Portal
- Child and Eldercare Consultation
- Work/Life Resources and Referral

6. Webinars

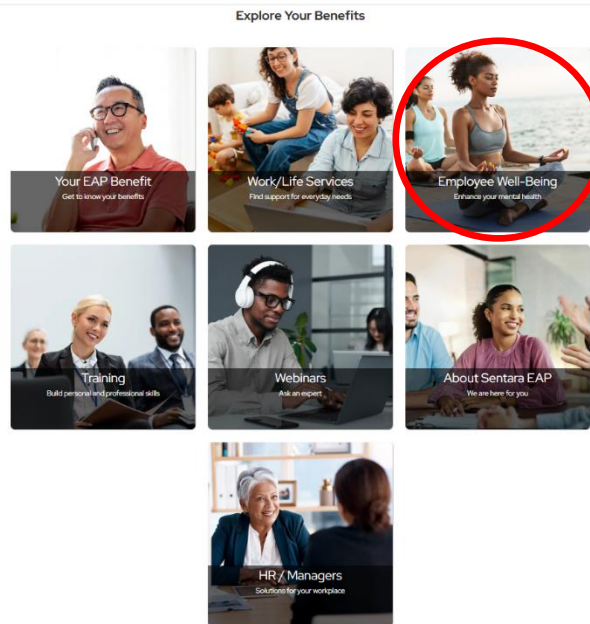
Click on the **Webinars** tile



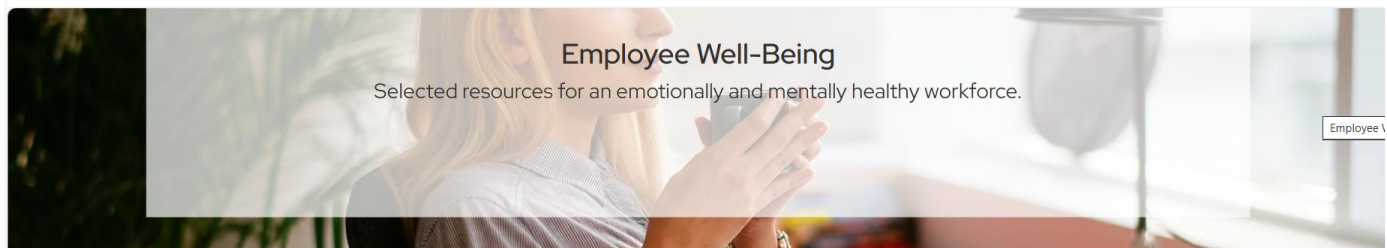
Another way to access the featured monthly webinar is to click on the announcement in the scrolling banner at the top of the homepage.

7. Employee Well-Being Resources

Click on the **Employee Well-Being** tile



Explore resources like flyers and infographics, items for use by employee wellness committees, reflections and worksheets for use by individuals, and assessment tools.



Flyers & Infographics

- [Emotional Self-Care](#)
- [Helping a Stressed Colleague](#)
- [Micro-Restorative Practices](#)
- [Trauma Dos & Don'ts](#)
- [Observing the Anniversary of a Traumatic Event](#)

Wellness Program Resources

- [Crisis Hotline Resources](#)
- [Ideas for a Mental Health Awareness Event](#)
- [Mental Health Observances Calendar](#)
- [Sentara Health Wellness Programs](#)
- [Well-Being Word Search](#)

Reflections and Worksheets

- [Building Resilience from Past Stressful Events](#)
- [Goal Setting Worksheet](#)
- [Managing a Work Change Event](#)
- [Mental Health Journal Prompts](#)
- [Worry Decision Tree](#)

Assessments & Screenings

- [Depression Screening \(PHQ9\)](#)
- [Screening for Generalized Anxiety Disorder \(GAD\)](#)