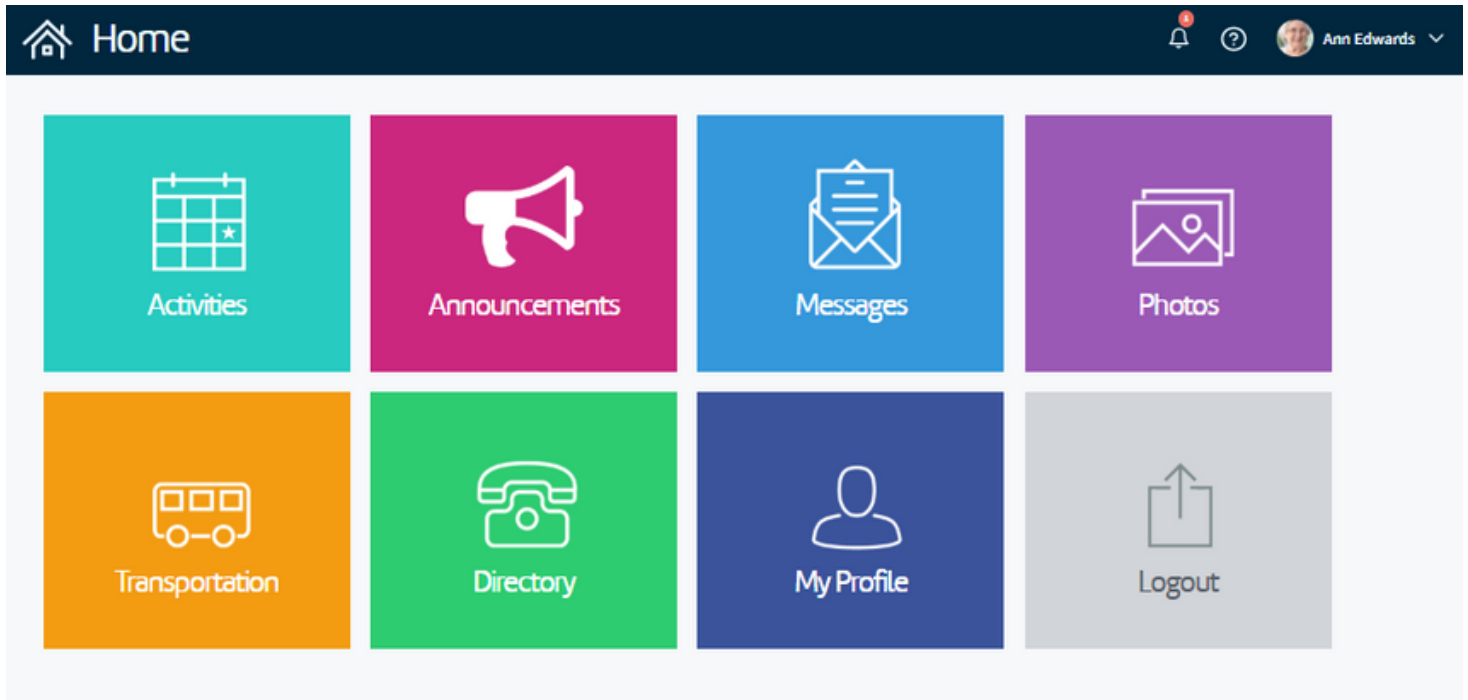


LifeLoop
Trainings

LIFELOOP RESIDENT PORTAL

User Instructions

LifeLoop Resident Portal Benefits



Stay in touch with family & friends

Request maintenance & transportation if offered by your community

Share special moments with photos & messages

Sign up for community activities

Be independent & up-to-date



Getting Logged In

IF YOU HAVE AN EMAIL

- If you have an email, provide it to the staff at your community. They will add you to LifeLoop and let you know what the password is.
- Login to your community URL with your email and provided password. (Staff may provide a login card with this information).
- If you would like to **change your password**, simply go to "My Profile" once logged in to do so.
- If you **forget your password**, go to the *community URL* and enter your email into the "Forgot My Password" field.

My Profile

* indicates a required field

*You may log in with either a username or an email address

Username

Email

Password

Confirm

IF YOU DO NOT HAVE AN EMAIL

- Staff will let you know your username and password.
- Go to your *community URL* and login with the provided username and password. (Staff may provide a resident login card with this information).
- If you forget your password, notify community staff and they will reset it for you.



Using LifeLoop

ACTIVITIES



Activities

- Easily view and **sign-up** for activities that interest you.
- Simply click on different days to view the activities that are offered.
- To go back to the main menu – select "*Back to Home*" on the top left of your screen.

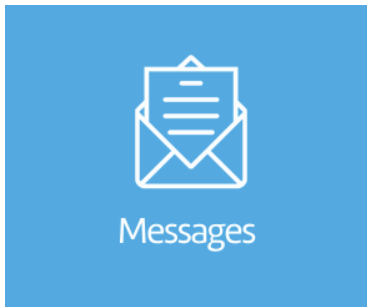
The screenshot shows the LifeLoop app interface. At the top, there's a dark blue header with a home icon and 'Back to Home' on the left, the 'LifeLoop' logo in the center, and a font size selector 'A A ?' on the right. Below the header, the 'Activities' section is highlighted in light blue, with a 'Go to Today' button on the right. A calendar bar shows days from Sunday to Saturday. Tuesday, May 15, is the active day. The activities for Tuesday are listed below:

- Morning** (Yellow dot): **Breakfast**. Description: 'We are going to have two choices today of: Hot breakfast- pancakes, hashbrowns, and sausage Cold breakfast- cereal, yogurt, and fruit'. Status: **Attending** (blue button with checkmark).
- 9:30 am** (Orange dot, -30 Minutes): **Sing a long**. Status: **Sign Up** (green button with plus).
- 10:00 am** (Blue dot, 30 Minutes): **Movement Program**. Status: **Sign Up** (green button with plus).
- 10:00 am** (Purple dot, 30 Minutes): **Rosary**. Status: **Attending** (blue button with checkmark).

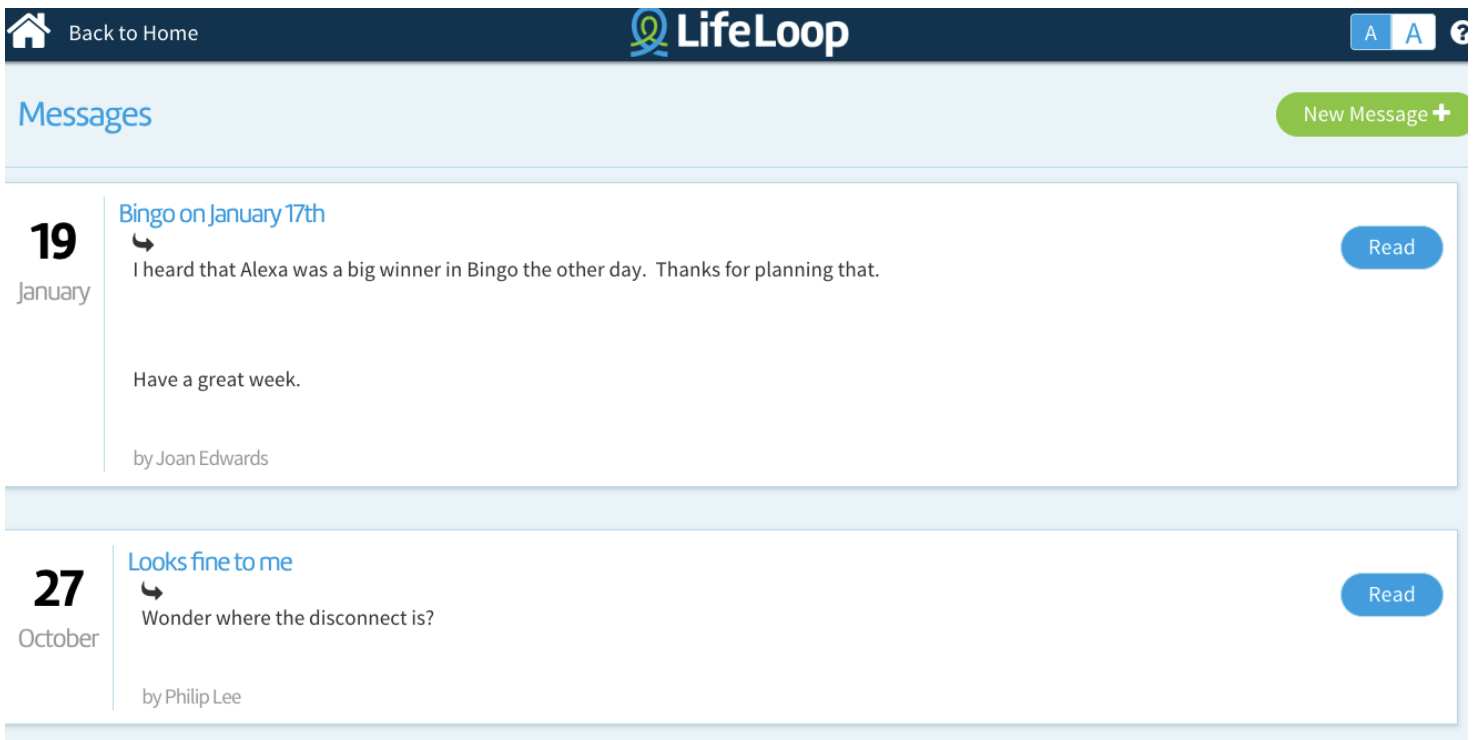


Using LifeLoop

MESSAGES



- Easily and conveniently send messages to Family or Staff.
- **To send a new message:**
 - Select “New Message” on the top right hand side.
 - Input "Message Title" and write your message, then select who you would like to send it to.
- **To read and reply to a message:**
 - Click on “Read” next to the message and then type in your reply and select “reply to message”.
 - To go back to the main menu – select "*Back to Home*" on the top left of your screen.



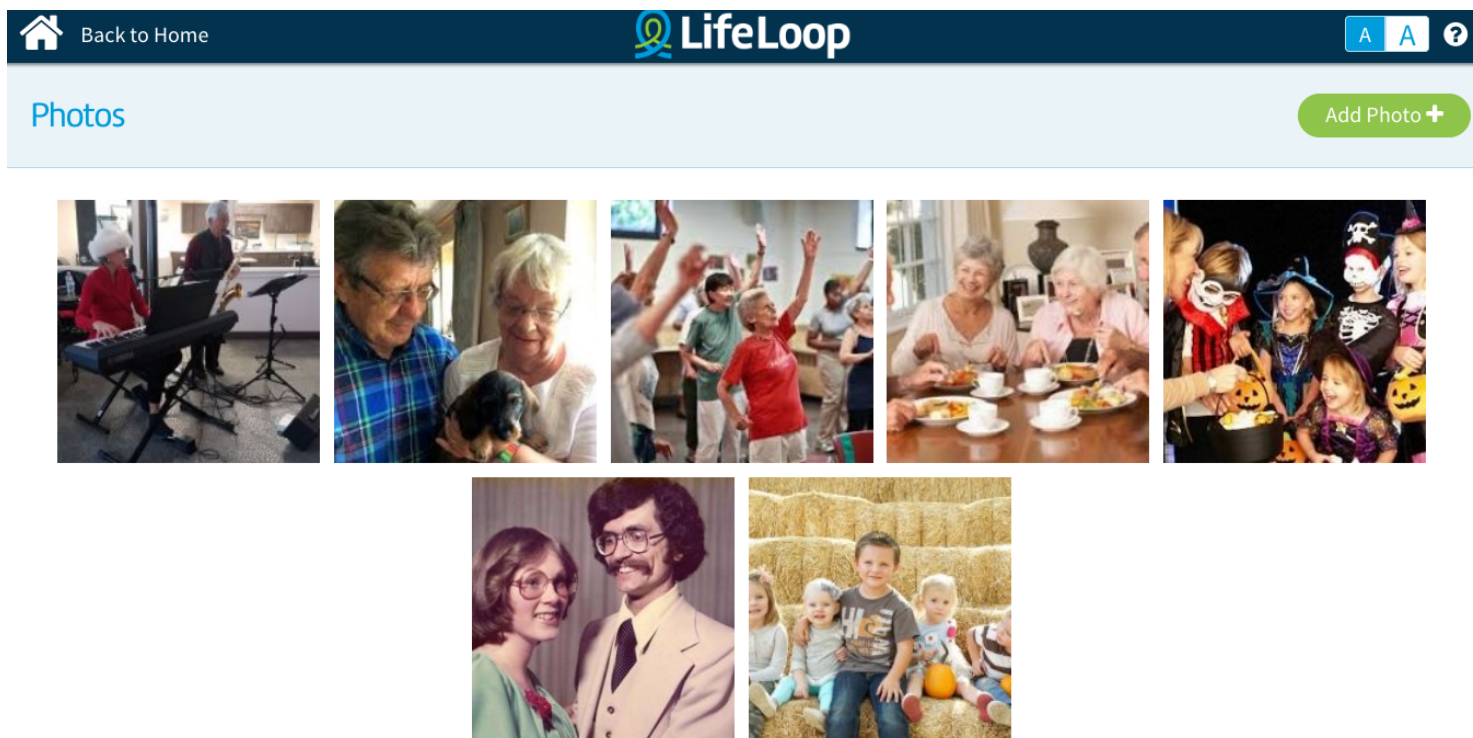
Using LifeLoop

PHOTOS



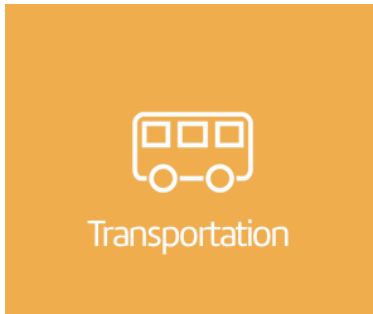
Photos

- By utilizing LifeLoop, Staff and Family can share photos with you.
- You can also share photos with family by selecting “**Add Photo**” on the top right hand corner.
- To go back to the main menu – select “*Back to Home*” on the top left of your screen.



Using LifeLoop

TRANSPORTATION



- Submit a new request & view all requests you have inputted:
- If your community offers transportation within LifeLoop, you will see this icon and have the following functionality:
 - Select "**New Request**" at the top right of your screen.
 - Fill out the "*Destination Name*", the "*Drop Off/Appointment Time*" and the "*Pick-up Time*".
 - It is optional to fill in "*Address*" and "*Comments*".
 - Once completed, click "**Submit Request**".
 - Once Submitted see the request and if it is "*Approved*", "*Pending*" or "*Denied*".
- If you would like to **edit or cancel your request** simply click "*View Details*".
- To go back to the main menu – select "*Back to Home*" on the top left of your screen.



Reference #	Status	Destination	Action
Reference #: TR000202	Pending	Destination: Doctors	View Details
Reference #: TR000201	Approved	Destination: Doctor	View Details
Reference #: TR000197	Pending	Destination: Doctors Appt.	View Details



Using LifeLoop

ACCESS YOUR CONNECTIONS



Directory

- All of your contacts in one place. sorted by Residents, Staff, and Connections!
-



Residents

- If your community allows it, view and message other residents within your community.



Staff

- View and message available staff members.



Connections

- You can invite family members yourself or ask Staff at your community to do so. To invite family, simply go to **"Invite New Connection"** and enter their email address.



Community

- To access the community address and phone number simply go to **"Community"**.

