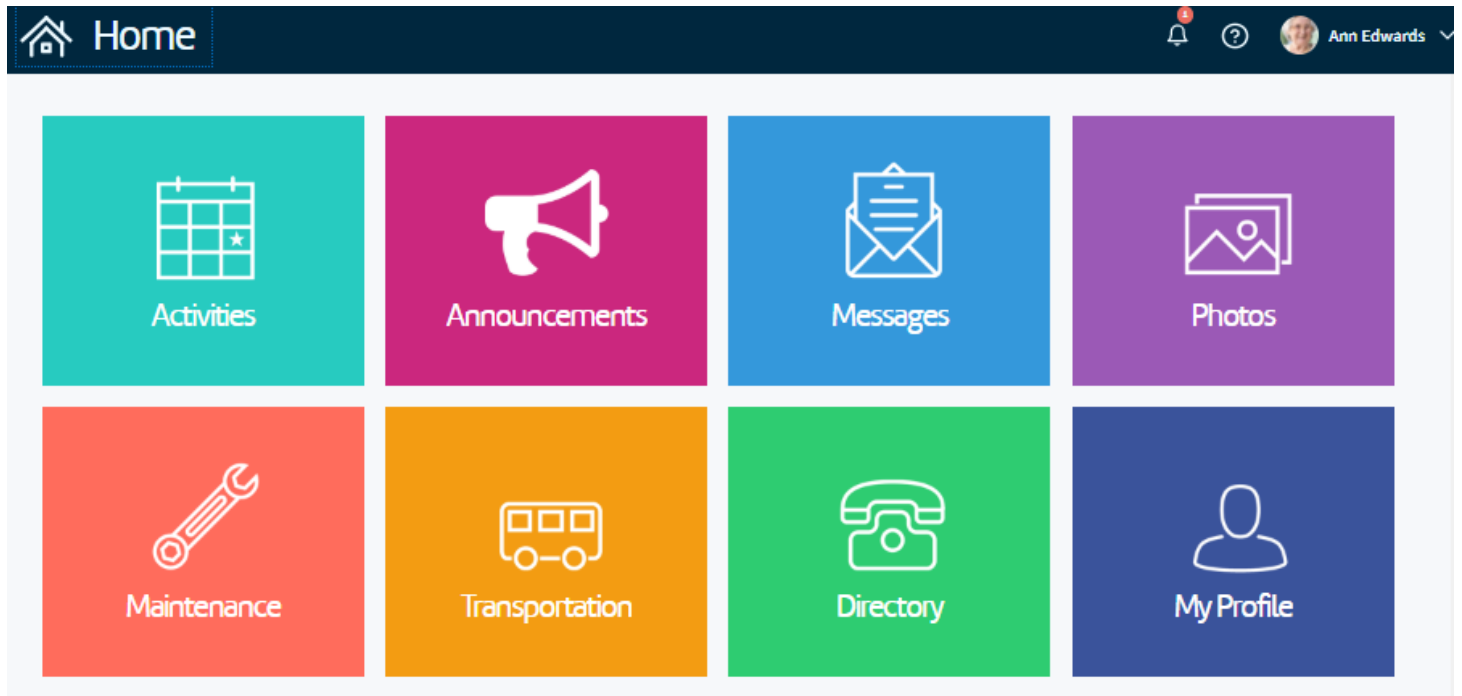


LifeLoop
Trainings

LIFELOOP RESIDENT PORTAL

Staff 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





LifeLoop Resident Portal

ASSIGNING A RESIDENT LOGIN & PASSWORD

- When **adding a resident** in LifeLoop you will notice at the bottom of the form a username and email option. The username will autofill based on the residents first and last name and availability. This can be manually edited if you would like to change it.

* Every profile in LifeLoop requires either a unique username or a valid email address.

Username 

Email 

[Change Password](#)

- If the resident has an email this can be used in lieu of a username to login.
- Next select “**Change Password**” to assign a password for the resident.
- This can be done with the resident or you can assign a generic password and once the resident logs in they can go to their profile and update/change this password.
- Provide the resident with your community URL, their Username/Email Login and their Password. (Utilize the "Resident Login Card" to provide this information).
- After you have added or edited a current resident’s information they will now be able to login.

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- If a resident has an **email** inputted, they will be able to use the “*forgot my password*” function in the future to reset their password.
 - If they only have a **username**, a staff member will have to go in to their profile – edit and select “*change password*”.



LifeLoop Resident Portal

RESIDENT'S VIEW

- Use the information below to see a resident's view:
 - **URL:** www.ourlifeloop.com/preview
 - **Username:** bennet.riley
 - **Password:** resident

RESIDENT LOGIN CARD

- Ask your LifeLoop Account Manager or download this form on our training site.



Resident Benefits

- 1 Stay in touch with family & friends
- 2 Request maintenance & transportation
- 3 Sign up for community activities
- 4 Share special moments with photos & messages
- 5 Be independent & up-to-date

Logging In To LifeLoop

Community URL:

www.ourlifeloop.com/

Username:

Password:

Community Contact:

