LIFELOOP TRAININGS

RESIDENT PORTAL

User Instructions

USING LIFELOOP

MAIN MENU

Anytime you would like to go back to the main menu, select "Home" on the top left-hand side of your screen.
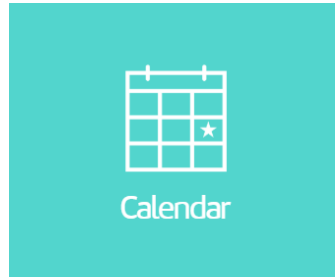

LEARNING COMMUNITY

If you have questions on LifeLoop, the on the top right- hand corner will take you to the LifeLoop Learning Community. It has frequently asked questions, videos and documents to provide you with a better user experience.

LifeLoop

USING LIFELOOP

CALENDAR

Calendar

STEP 1

Easily view and sign-up for activities that interest you. Simply click on different days to view the activities that are offered.

STEP 2

Click the arrows on the top right-hand side to navigate to different days. You can also view an entire week or month by selecting "Week" or "Month".

« ‹ **Today** › »

Day   Week   Month

LifeLoop

USING LIFELOOP

CALENDAR

STEP 3

To register for an activity, simply click the + Register button on the right-hand side of your chosen activity. Once registered, the button will turn blue.

+ Register   **✓ Registered**

STEP 4

To get put on a waitlist for an activity, click + Join Waitlist. Once you have joined the waitlist, the button will turn blue and will tell you which position you are in for the waitlist.

+ Join Waitlist   **✓ Waitlisted #1**

STEP 5

To Navigate between your Community calendar and your personal calendar, use the toggle on the top left-hand side.

Community Calendar   **My Calendar**

LifeLoop

USING LIFELOOP

CALENDAR

STEP 6

Your "My Calendar" will show only activities that you have attended, have registered for or are on the waitlist for as well as any transportation requests.

Community Calendar | My Calendar

STEP 7

If you requested transportation from your community, the request will show "Pending" on your personal calendar until the community has approved or denied the request.

Pending   Approved   Denied

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