

# RESIDENT PORTAL

**User Instructions** 

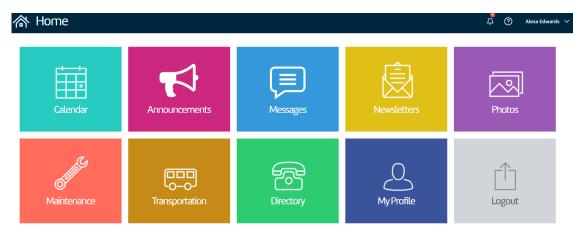
MAIN MENU



## **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.



#### **TRANSPORTATION**



# SUBMITTING A NEW REQUEST

If your community offers transportation within LifeLoop, you will see this icon.

### STEP 1

Select "New Request" at the top right of your screen.



### STEP 2

Fill out the "Destination Name", the "Drop Off/Appointment Time" and the "Pick-up Time". It is optional to fill in "Address" and "Comments".



#### **TRANSPORTATION**



# STEP 3

Once completed, click "Submit Request". Once submitted see the request and if it is "Approved", "Pending" or "Denied" in the transportation request list.

\*Transportation requests are also viewable on your "My Calendar".

**Create New Request** 

Pending

**Appointment:** 04/15 at 11:00 am

Denied

Appointment: 03/29 at 11:00 am

Approved

**Appointment:** 03/27 at 03:00 pm **Pick Up:** 03/27 at 05:00 pm



#### **TRANSPORTATION**



# **CANCELING A REQUEST**

#### STEP 1

Find your transportation request in the transportation request list.



## STEP 2

If you would like to cancel your request, simply click "View Details" on the request.

View Details

# STEP 3

Click on "Cancel Request" on the top right-hand corner.

**Cancel Request** 

