

RESIDENT PORTAL

User Instructions

USING LIFELOOP


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.

USING LIFELOOP

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.



+ New Request

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".

USING LIFELOOP

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

USING LIFELOOP

TRANSPORTATION



Transportation

CANCELING A REQUEST

STEP 1

Find your transportation request in the transportation request list.

Transportation

 Filters (0)

[View Details](#)

Omaha's Henry Doorly Zoo and Aquarium

Omaha's Henry Doorly Zoo and Aquarium 3701 S
10th St, Omaha, NE 68107, United States

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