TAKE ME HOME PROGRAM – USER INSTRUCTIONS

The San Diego County Sheriff's Department has developed this registration portal. It has been modified for use by the City of Little Rock Information Technology Department for use in the State of Arkansas, to collect information (data, picture, and contact information) about individuals with special needs (For example, people with autism, Alzheimer's patients etc.). Arkansas residents should use this web page to register a person with special needs. In cases where the special needs person is contacted by law enforcement, the system assists in providing accurate identification and emergency contact information to ensure their safe return home.

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Creating An Account

The San Diego County Sheriff's Department has developed this registration portal. It has been modified for use by the City of Little Rock Information Technology Department for use in the State of Arkansas, to collect information (data, picture, and contact information) about individuals with special needs (For example, people with autism, Alzheimer's patients etc.). Arkansas residents should use this web page to register a person with special needs. In cases where the special needs person is contacted by law enforcement, the system assists in providing accurate identification and emergency contact information to ensure their safe return home.

Before you begin, please read these Instructions and Photo guidelines.

Sign in to get started! *Indicates Required Fields

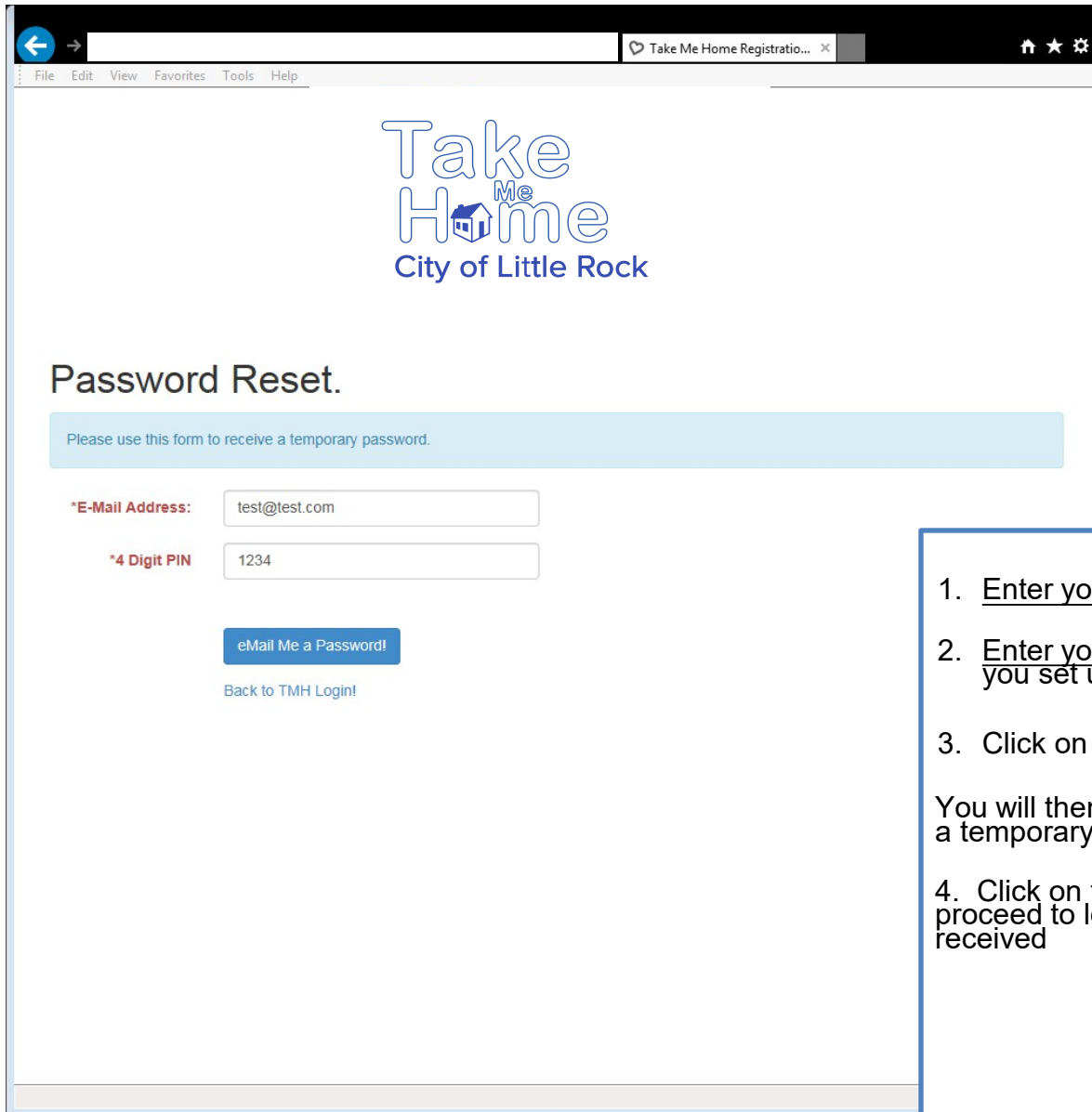Your session timeout is: 180 minutes.

*E-Mail Address:

*Password

☐ Remember me!

Log Me In!

Don't have an account? Sign Me Up!

Forgot your password? Forgot Password

1. Click on the "Sign Me Up!" link.

Creating An Account

New User Sign-up. *Indicates Required Fields

Please fill out the form to create a new account.

*E-Mail Address:	test@test.com
*Password	•••••••••• **Strong**	Please refer to password complexity requirements b
*Confirm Password	•••••••••• **Strong**	Please refer to password complexity requirements b
*4 Digit PIN Number:	1234	Used for password reset. The PIN can be any 4 digi last 4 digits of your SSN, last 4 digits of your phone digits of your birth date in the YYMM format.

Cancel   Add Me

Back to Take Me Home Login!

The passwords you choose must:

- be at least 8 characters long.
- contain both upper and lower case characters.
- contain at least one numeric character.
- not repeat a previous password used on the account.
- not contain your account or full name.

1. <u>Enter your E-Mail address.</u>

2. This E-Mail will be your log-in as well as the E-Mail that updates will be sent to.

3. Create a password. The password must:

- <u>be at least 8 character</u>s long
- contain both upper and lower case characters
- contain at least one numeric character
- not repeat a previous password used on the account
- not contain your account or full name

3. Re-enter the password into the Confirm Password field.

4. Create a PIN number. This PIN number will be used to confirm your identity in case your password is forgotten. The PIN number should be something easily remembered such as the last 4 digits of your SSN or your birthday (YYMM).

5. Click "Add Me"
You will receive a confirmation that you have been added to the system and now you are automatically logged in.

6. Click "Click Here to Continue"

Recovering a Password

The San Diego County Sheriff's Department has developed this registration portal. It has been modified for use by the City of Little Rock Information Technology Department for use in the State of Arkansas, to collect information (data, picture, and contact information) about individuals with special needs (For example, people with autism, Alzheimer's patients etc.). Arkansas residents should use this web page to register a person with special needs. In cases where the special needs person is contacted by law enforcement, the system assists in providing accurate identification and emergency contact information to ensure their safe return home.

Before you begin, please read these Instructions and Photo guidelines.

Sign in to get started! *Indicates Required Fields

Your session timeout is: 180 minutes.

*E-Mail Address:

*Password

☐ Remember me!

Log Me In!

Don't have an account? Sign Me Up!

Forgot your password? Forgot Password

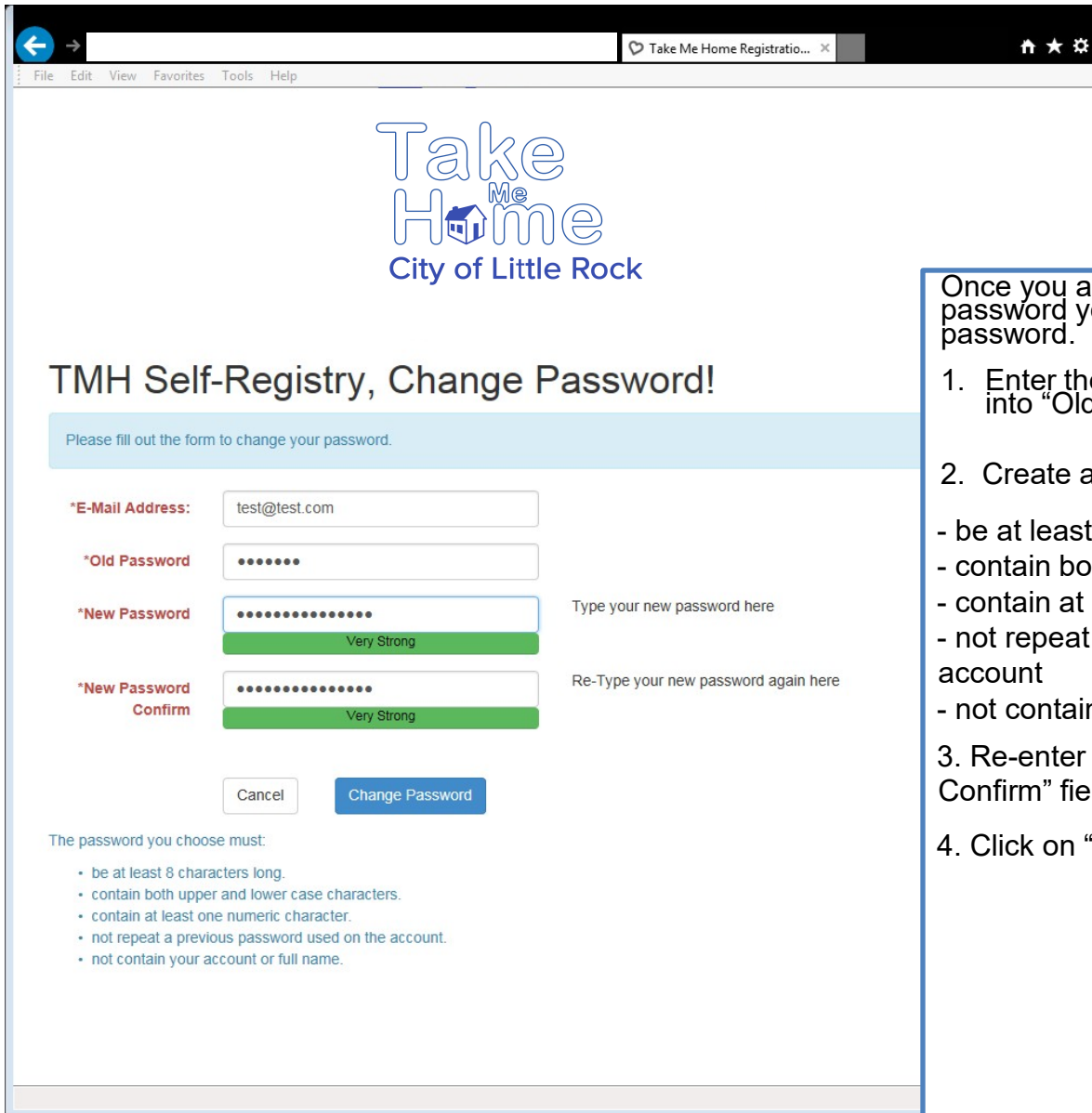1. Click on the "Forgot Password" link.

Recovering a Password

Password Reset.

Please use this form to receive a temporary password.

*E-Mail Address: test@test.com

*4 Digit PIN   1234

eMail Me a Password!

Back to TMH Login!

1. Enter your E-Mail address

2. Enter your 4 digit PIN that was created when you set up your account.

3. Click on "eMail Me A Password"

You will then receive an E-Mail that will issue you a temporary password.

4. Click on the "Back to TMH Login!" Link and proceed to log in with the new password you received

Recovering a Password

TMH Self-Registry, Change Password!

Please fill out the form to change your password.

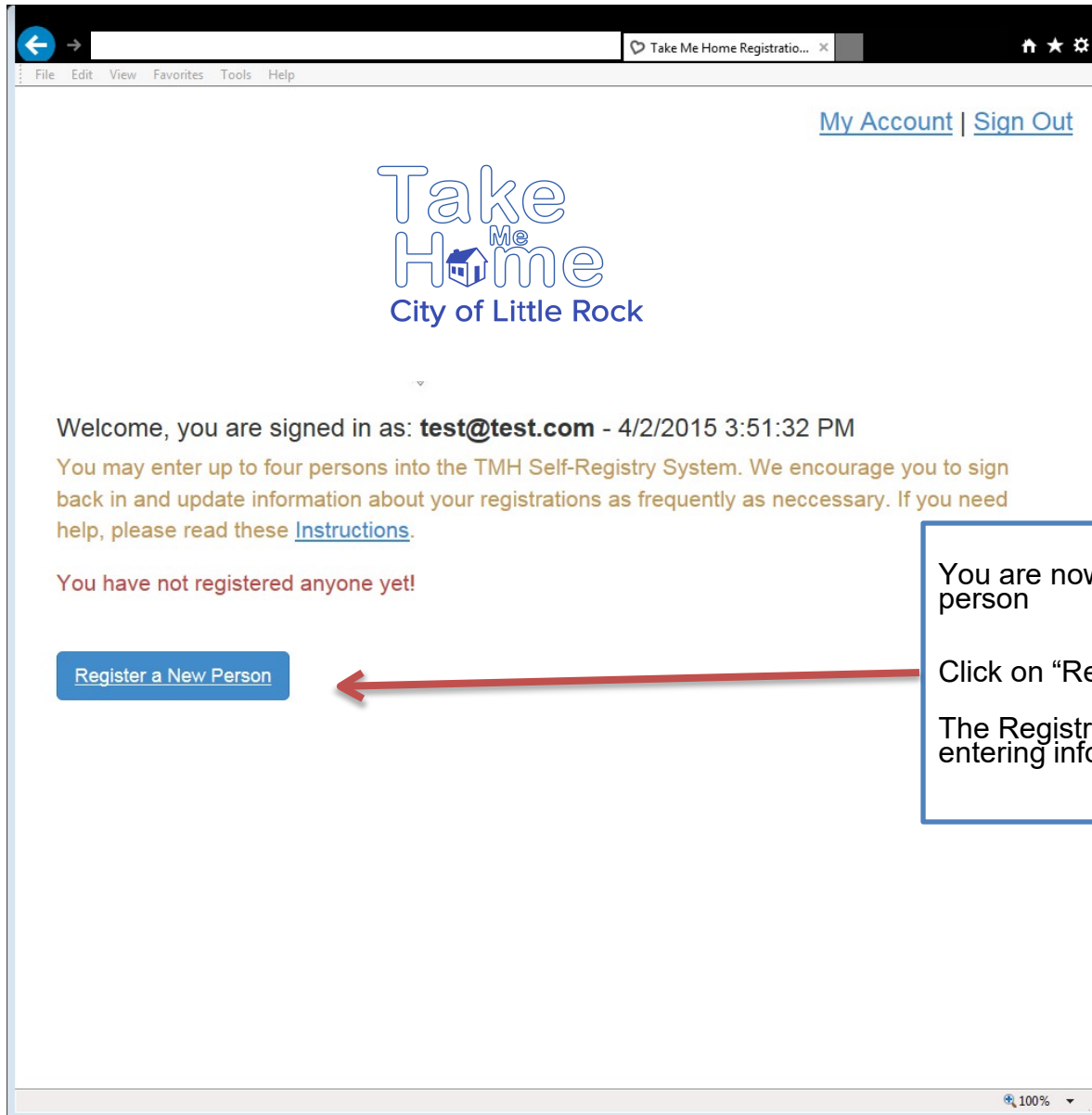| *E-Mail Address: | test@test.com |
*Old Password	••••••
*New Password	•••••••••••••• Very Strong	Type your new password here
*New Password Confirm	•••••••••••••• Very Strong	Re-Type your new password again here

Cancel   Change Password

The password you choose must:

- be at least 8 characters long.
- contain both upper and lower case characters.
- contain at least one numeric character.
- not repeat a previous password used on the account.
- not contain your account or full name.

Once you are logged on with the temporary password you will be prompted to change your password.

1. Enter the Temporary password from the email into "Old Password"

2. Create a new password. The password must:

- be at least 8 characters long
- contain both upper and lower case characters
- contain at least one numeric character
- not repeat a previous password used on the account
- not contain your account or full name

3. Re-enter the new password into the "Password Confirm" field.

4. Click on "Change Password"

Registering a Person

My Account | Sign Out

Take Me Home
City of Little Rock

Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:51:32 PM

You may enter up to four persons into the TMH Self-Registry System. We encourage you to sign back in and update information about your registrations as frequently as neccessary. If you need help, please read these Instructions.

You have not registered anyone yet!

Register a New Person

You are now ready to register a Take Me Home person

Click on "Register a New Person"

The Registration Form will appear for you to start entering information about the person.

Registering a Person

My Account | Sign Out

Take Me Home
City of Little Rock

Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:54:58 PM

Please use this form to register or update a Take Me Home Person. If you need help, please read these Instructions. *Indicates Required Fields

Your session timeout is: 180 minutes.

[Cancel]

Take Me Home Person

*Last Name:	Documentation
*First Name:	Test
Middle Name:	
Suffix:	
*Name To Call Me:	Test Person
*Home Phone:	555-555-5555

100%

Important! It is recommended that you have a photo of the person available on the device or computer before you begin filling in the form. For details please see the "Uploading Photos" section.

Registering in "Take Me Home"

Enter "Last Name" (required)

Enter "First Name" (required)

Enter "Middle Name" (optional)

Enter "Suffix" (optional)

Enter "Name to Call Me" What name is the person you are entering most familiar with, a name that they would respond to if someone was calling out for them? (required)

Enter "Home Phone" (required)

999-999-9999

Registering a Person

Browser window showing "Take Me Home Self-Registration" form:

*Diagnosis/Disability:

- ADHD
- ALZHEIMERS *(selected)*
- AUTISM/ASPERGERS
- BLIND/LOW VISION
- BRAIN INJURY
- CEREBRAL PALSY
- DEAF/LOW HEARING
- DIABETIC
- DOWN SYNDROME
- EPILEPSY/SEIZURES
- INTELLECTUAL DISABILITY
- MENTAL ILLNESS
- OTHER BRAIN ILLNESS
- OTHER DEVELOPMENTAL DISABILITY
- OTHER MENTAL DISABILITY *(selected)*
- PHYSICAL DISABILITY

*Hold Control key to select multiple options.

Address

*Address Number:	500
*Address Street:	W. Markham
*City:	Little Rock
*County:	Pulaski
*State:	Arkansas
*Zip Code:	72201

Registering in "Take Me Home" continued.

Enter "Address Number" (required)

Enter "Address Street" The spelling of the street is very important in order for the system to verify the location to the correct point on a map (required)

Enter "City" (required)

Enter "County" (required)

Enter "State"(required)

Enter "Zip Code" (required)

After entering the zip code click anywhere on the screen and a pointer to a location on the map should appear.

Registering a Person

Address

*Address Number: 500

*Address Street: W. Markham

*City: Little Rock

*County: Pulaski

*State: Arkansas

*Zip Code: 72201

Registering in "Take Me Home" continued.

Important! Please confirm that the address you entered displays in the right place on the map. If it does not display properly please double check your address and try again if a correction is needed.

If you feel that you have entered the information correctly you have the option to override the map.

Warning! By selecting override you are acknowledging that information about the person you are registering may not be accessible in case of emergency.

Physical Description

Registering a Person

Registering in "Take Me Home" continued.

Under Physical Description the only required field is "Date of Birth"

Enter "Date of Birth" (required) The format is MM/DD/YYYY

Special Information has no required fields.

Registering a Person

Primary Contact

*Relationship: [dropdown]

*Full Name: [ ]

*Address: [ ]

*City: [ ]

*State: [dropdown]

*Zip: [ ]

* At Least one of the three following contact phone numbers is required.

*Home Phone: 555-555-5555

* Mobile Phone: [ ]

*Other Phone: [ ]

Email: test@test.com

Secondary Contact

Relationship: [dropdown]

Full Name: [ ]

Address: [ ]

City: [ ]

State: [dropdown]

Registering in "Take Me Home" continued.

Under Primary Contact please enter information about the person that should be contacted in case of an emergency.

Enter "Relationship" (required)

Enter "Full Name" (required)

Enter "Address" (required) This is a full address containing house number and street name.

Enter "City" (required)

Enter "State" (required)

Enter "Zip" (required)

Enter "Home Phone" or "Mobile Phone" or "Other Phone" (only one of the three is required)

Optionally you may enter a Secondary Contact.

Registering a Person

Photo

* Upload Photo: C:\Users\Public\Pictures\ Browse...

Photo Guidelines:
- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended
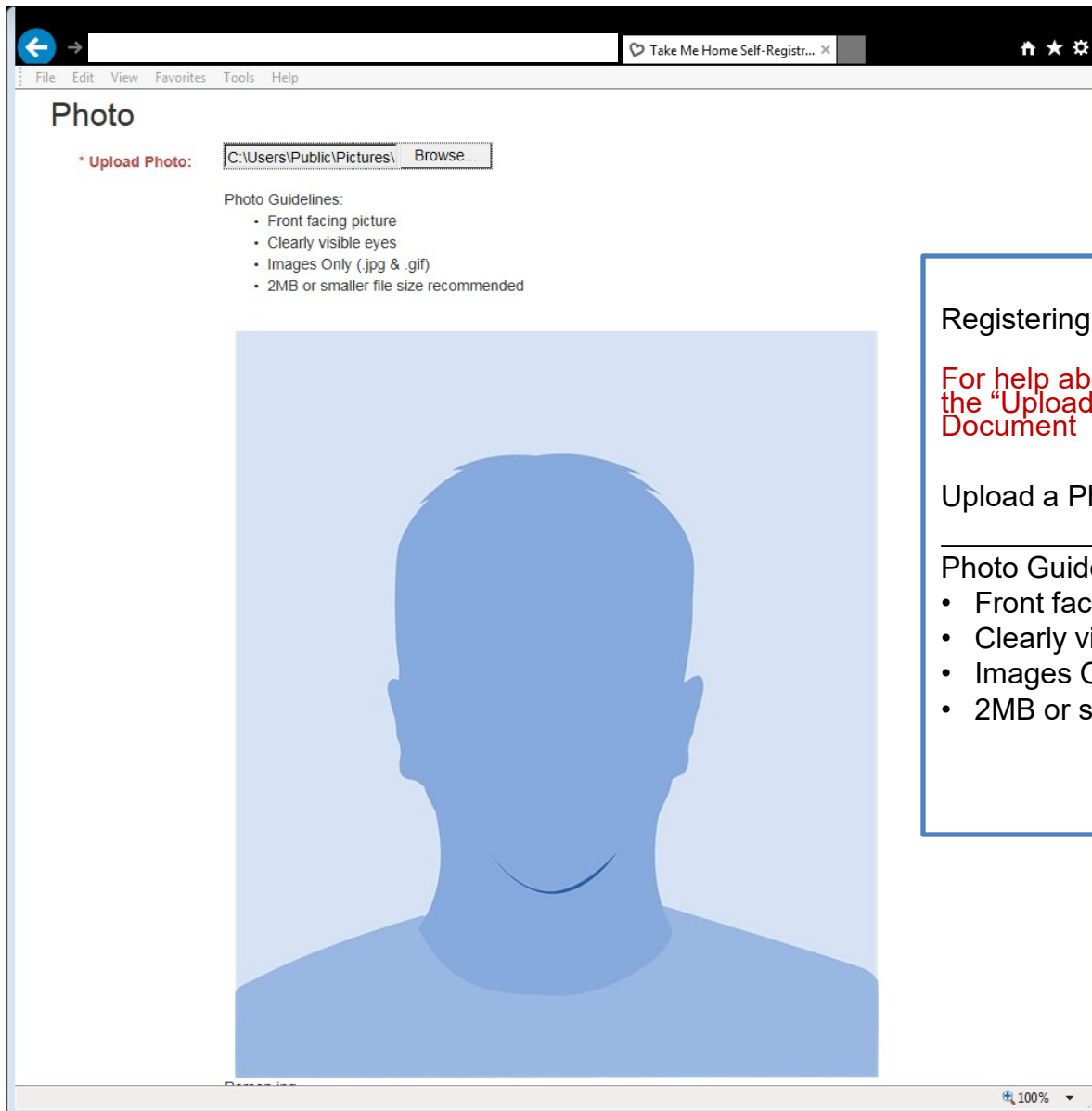
Registering in "Take Me Home" continued.
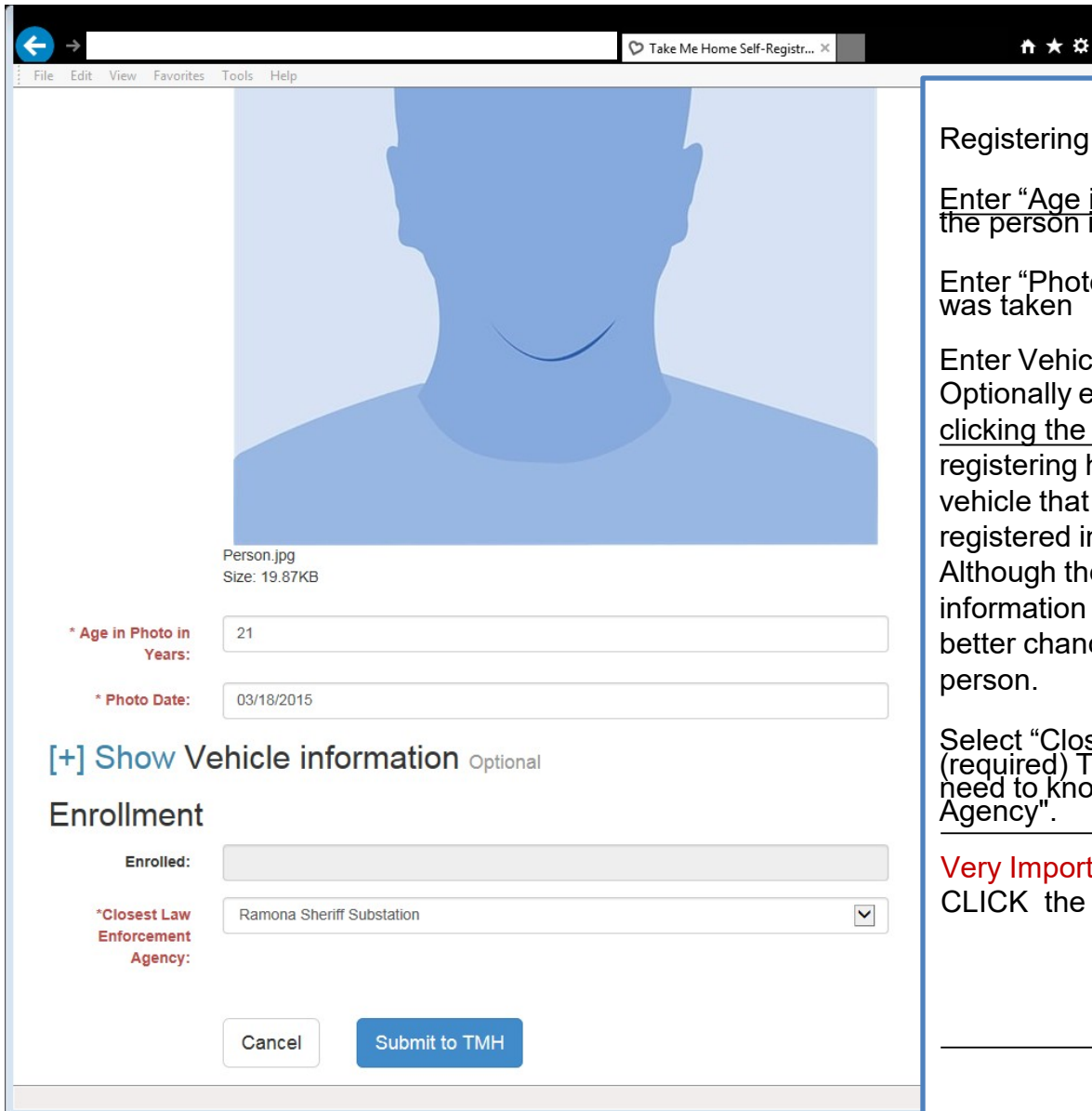
For help about uploading a photo, please refer to the "Upload a Photo" Section at the end of this Document

Upload a Photo (required)

Photo Guidelines:
- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

Registering a Person

Registering in "Take Me Home" continued.

Enter "Age in Photo in Years" (required) How old the person is in the photo.

Enter "Photo Date"(required) When the photo was taken

Enter Vehicle Information (optional)
Optionally enter information about a vehicle by clicking the [+] symbol. If the person that you are registering has a vehicle or has access to a vehicle that vehicle information should be registered in the Take Me Home system. Although the fields are not mandatory, the more information on the vehicle that is submitted the better chances on finding the Take Me Home person.

Select "Closest Law Enforcement Agency" (required) To better serve the community we need to know your "Closest Law Enforcement Agency".

Very Important Last Step:
CLICK the "Submit to TMH" button!

Registering a Person

Take Me Home
City of Little Rock

Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:48:49 PM

You may enter up to four persons into the TMH Self-Registry System. We encourage yo___
back in and update information about your registrations as frequently as neccessary. If y___
help, please read these Instructions.

You currently have **1 person** registered. To edit details or delete, please see below.

Register a New Person

Test Test Test

DoB:	03/18/1999
Race:	
Sex:	
Height:	
Weight:	lbs
Eye:	
Hair:	
Enrolled:	4/2/2015 3:48:43 PM

Edit   **Delete**

Registering in "Take Me Home" continued.

If everything was entered correctly you should now see registration card for the person you just entered, including their picture.

If there were any missed fields or other issues with your submission you will be prompted to fix any problems on the form. Please note that you will have to enter the photo once again.

You may register up to four (4) persons in this system.

Editing or Deleting a Registered Person

My Account | Sign Out

Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:48:49 PM

You may enter up to four persons into the TMH Self-Registry System. We encourage yo
back in and update information about your registrations as frequently as neccessary. If y
help, please read these Instructions.

You currently have **1 person** registered. To edit details or delete, please see below.

Register a New Person

Test Test Test

DoB:	03/18/1999
Race:	
Sex:	
Height:	
Weight:	lbs
Eye:	
Hair:	
Enrolled:	/2/2015 3:48:43 PM

Edit   Delete

100%

Editing a registered person in "Take Me Home"

Click "Edit" to change information about a registered person. It is very important to keep pictures and information up to date so we have the most recent data in case of an emergency.

You will be directed to a pre-filled version of the registration form and may change any information there.

or

Click "Delete" to delete a registration.

_____

Upload A Photo (Windows PC)

<u>Windows PCs</u>

How to upload or update a photo from a Windows PC using Internet Explorer:

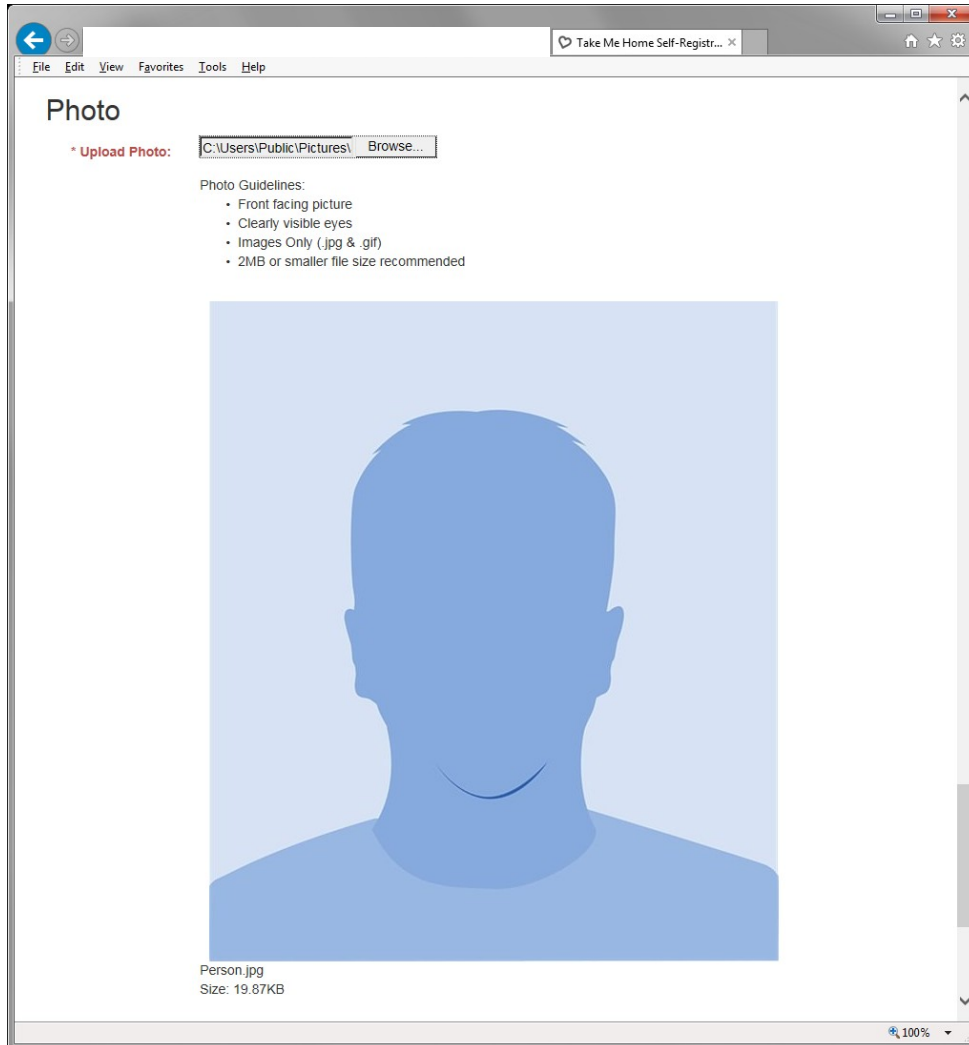Use a digital camera to take a photo of the person you want to register, and then download the photo to a location on your hard drive. Make sure you remember where to find it again later.

If you already have a photo on your PC you can skip this step.

Click "Browse" or "Choose File" (could vary depending on the Browser you use).

Upload A Photo (Windows PC)

Windows PCs

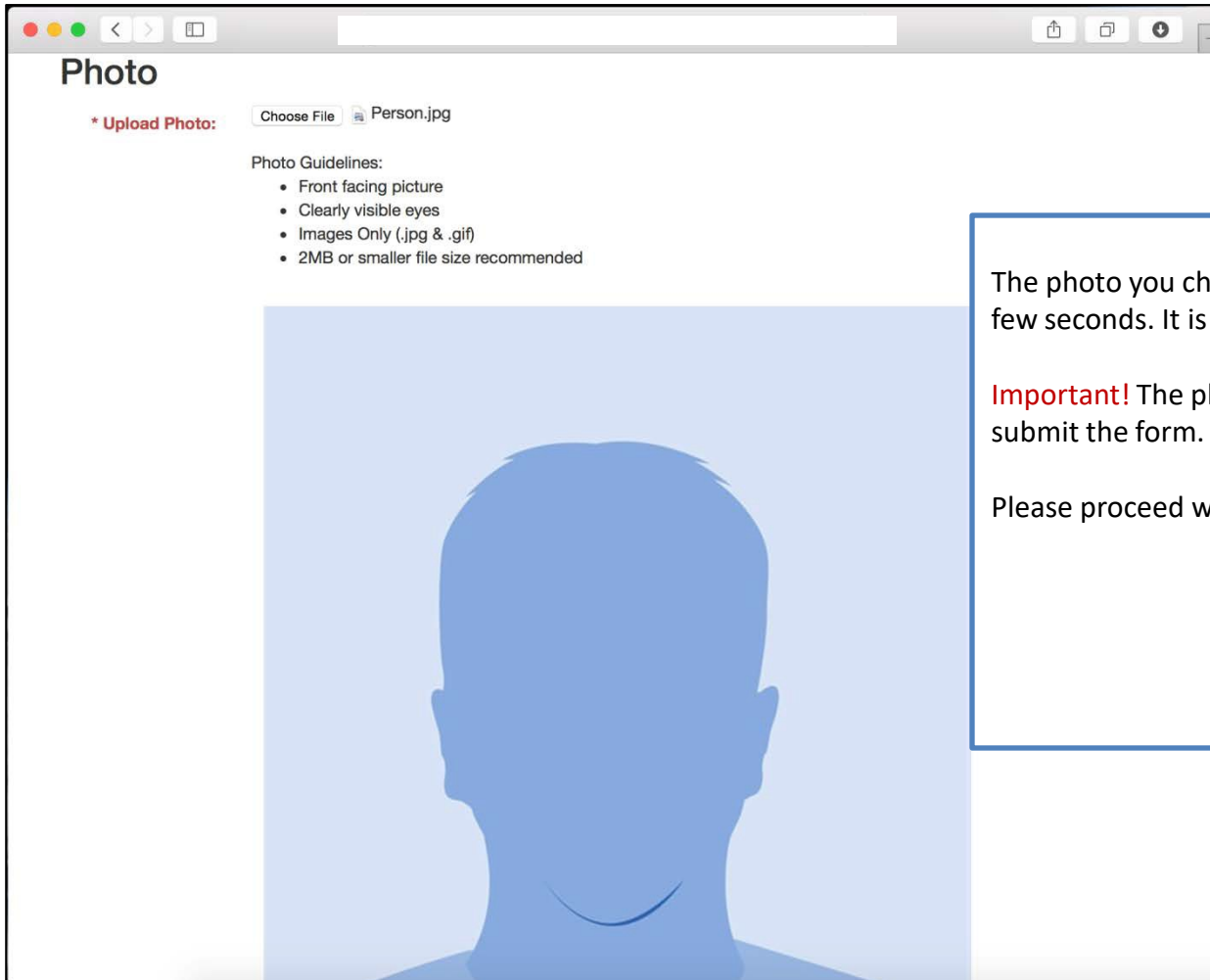How to upload or update a photo from a Windows PC using Internet Explorer:
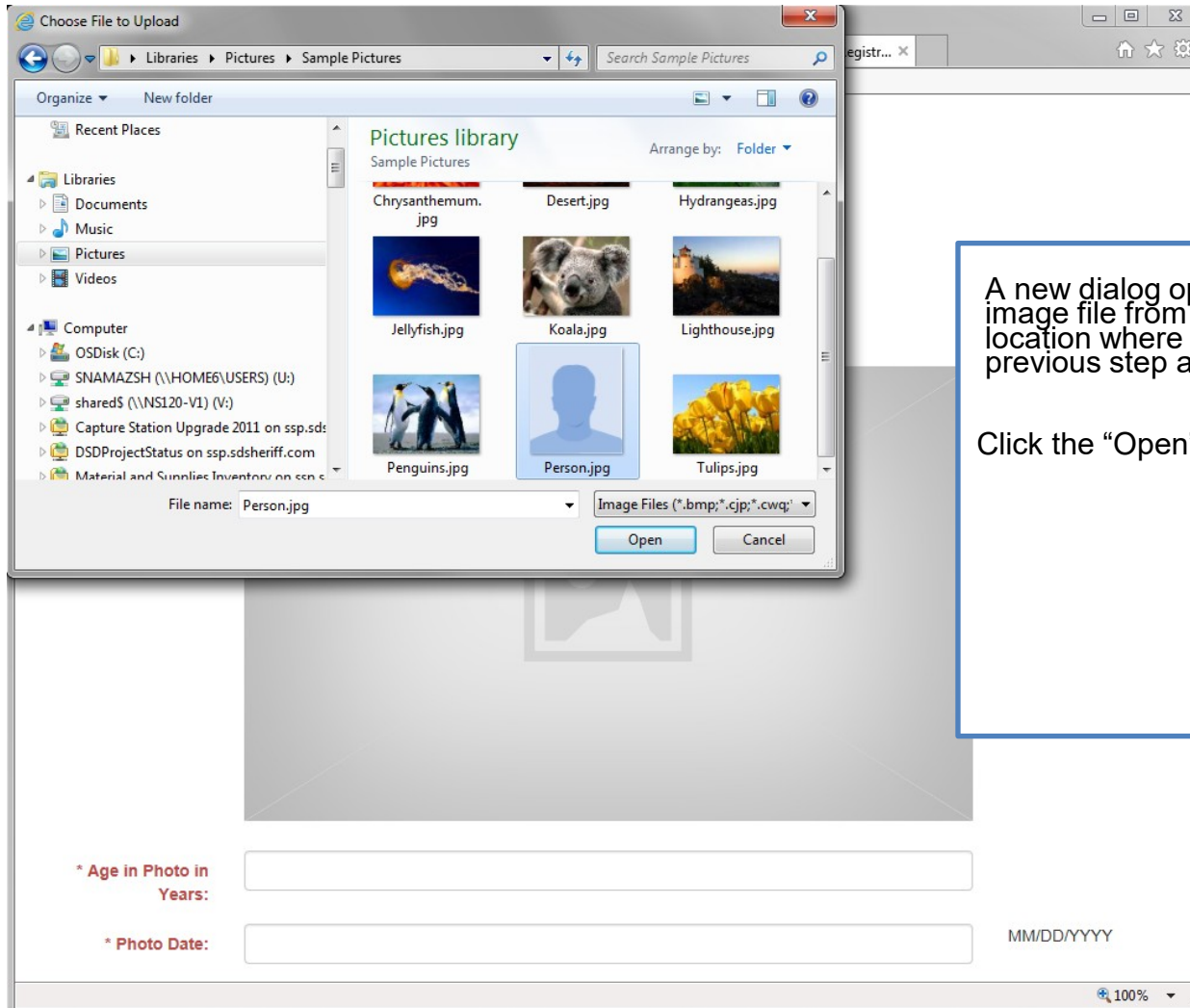
A new dialog opens up to allow you to choose an image file from your computer. Navigate to the location where you saved the photo from the previous step and select it.

Click the "Open" Button

Upload A Photo (Windows PC)

Windows PCs

How to upload or update a photo from a Windows PC using Internet Explorer:

The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

Important! The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.

Upload A Photo (Apple)

Apple Computers (OSX)

How to upload or update a photo from an Apple Computer using Safari:

Photo

* Upload Photo: Choose File | no file selected

Photo Guidelines:
- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

Use a digital camera to take a photo of the person you want to register, and then download the photo to a location on your hard drive. Make sure you remember where to find it again later.

If you already have a photo on your MAC you can skip this step.

Click "Choose File" (could vary depending on the Browser you use).

* Age in Photo in Years:

* Photo Date: MM/DD/YYYY

Upload A Photo (Apple)

<u>Apple Computers</u>

How to upload or update a photo from an Apple Computer using Safari:
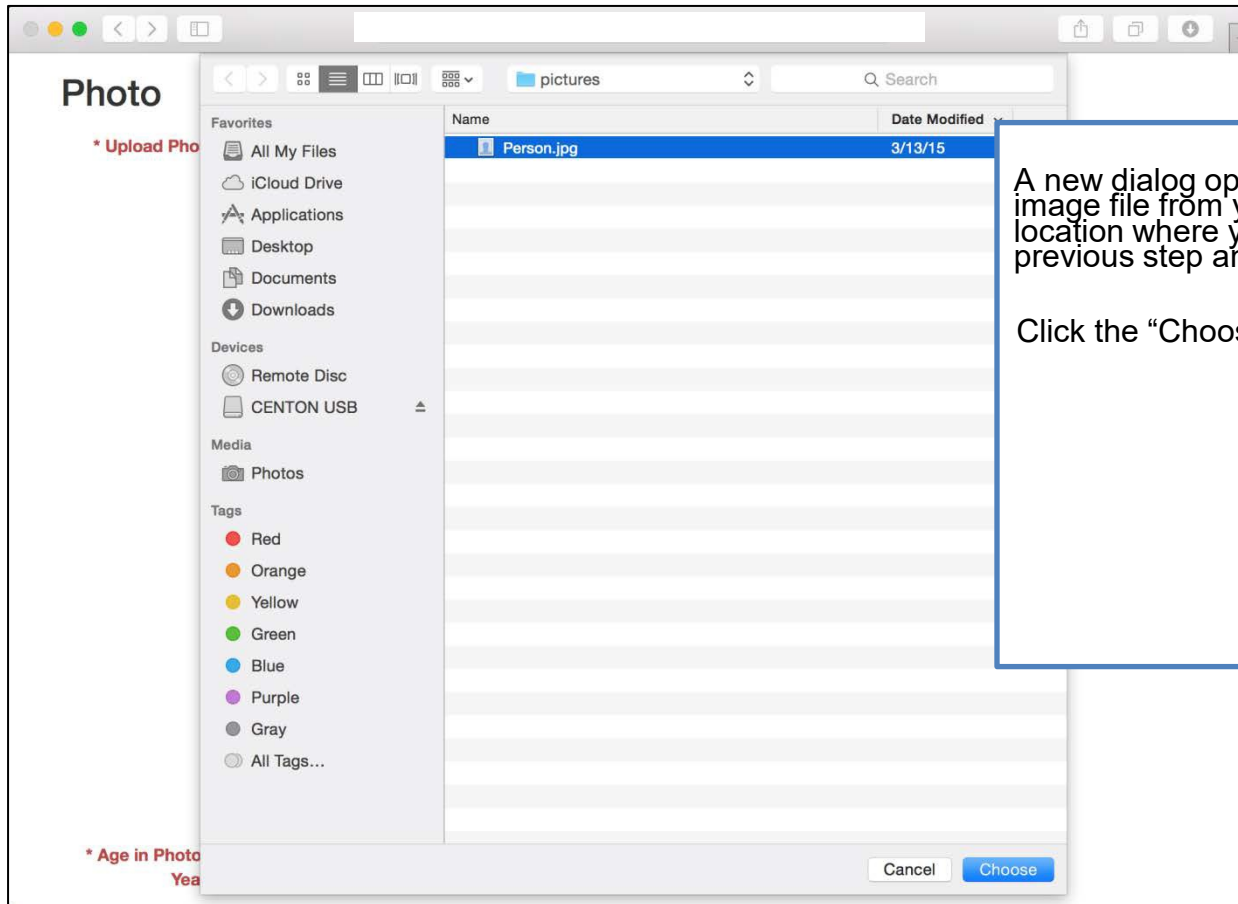
A new dialog opens up to allow you to choose an image file from your computer. <u>Navigate to the</u> location where you saved the photo from the previous step and select it.

Click the "Choose" Button

Upload A Photo (Apple)

<u>Apple Computers (OSX)</u>

How to upload or update a photo from an Apple Computer using Safari:

The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

Important! The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.

Upload A Photo (iOS)

<u>Apple iOS Devices</u>

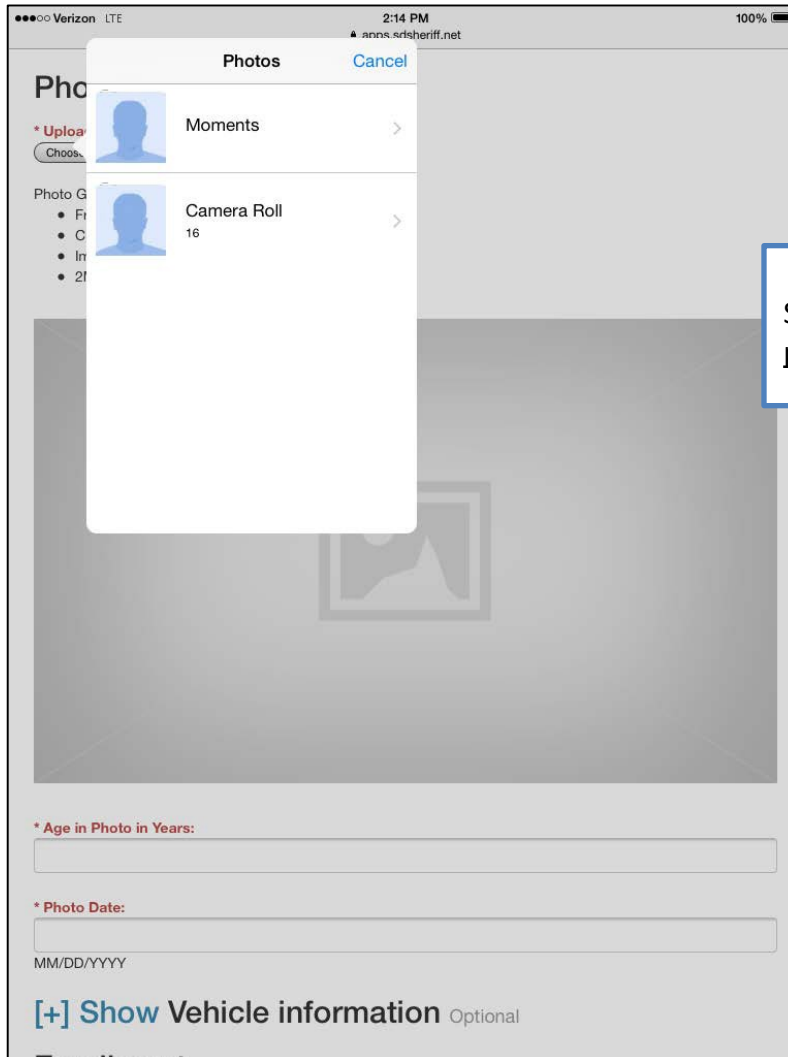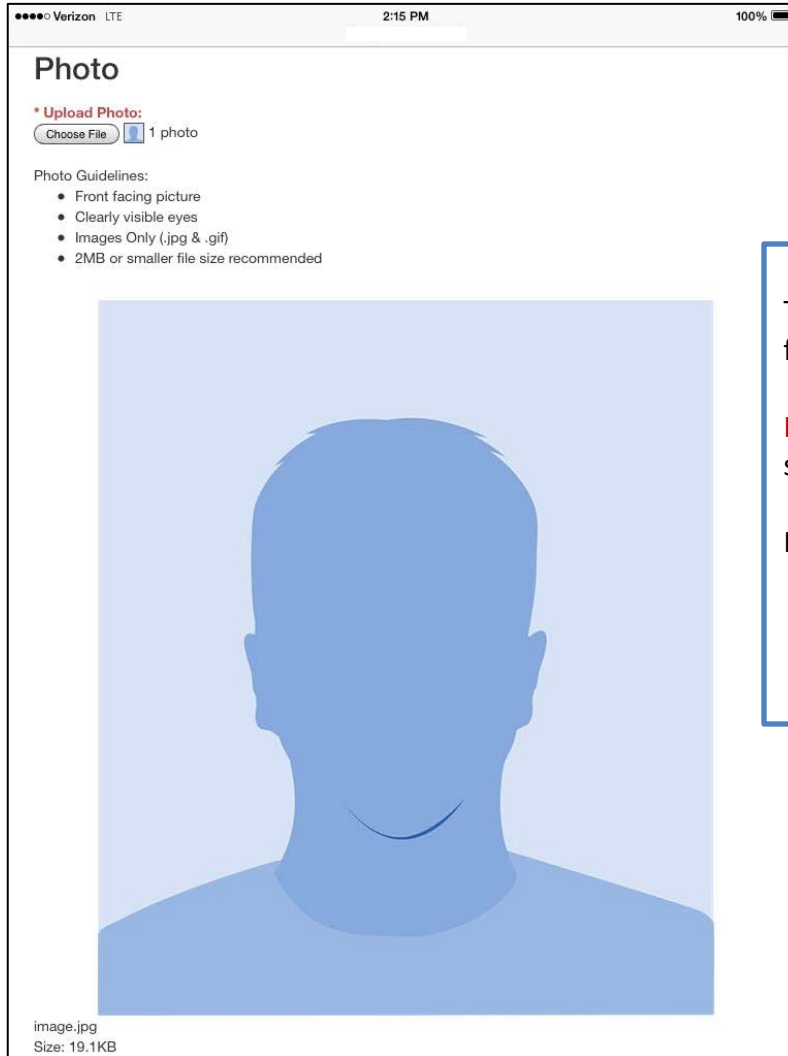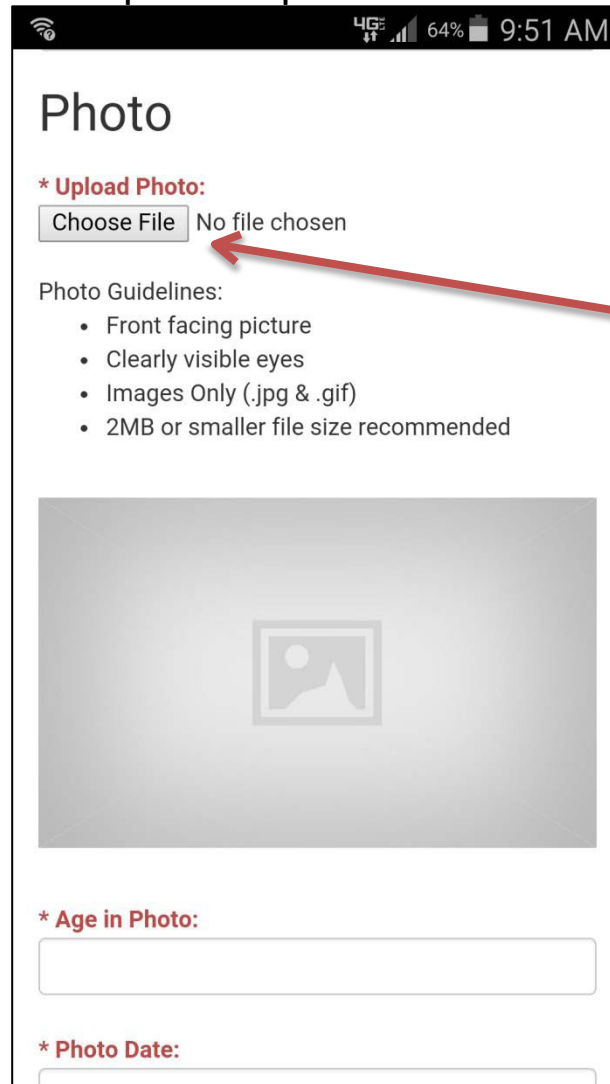How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:

Use the IPad or iPhone Camera to take a picture of the person you would like to register before you begin registration.

Upload A Photo (iOS)

Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari
Browser:

Click or Tap "Choose File"

Upload A Photo (iOS)

Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:

Click or Tap "Photo Library"

Upload A Photo (iOS)

Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:

Select an album in the Photos menu, then <u>choose the photo</u> you took before.

Upload A Photo (iOS)

Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:

The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

Important! The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.

Upload A Photo (Android)

<u>Android Devices</u>

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

Use the Android Device Camera to take a picture of the person you would like to register before you begin registration.

Upload A Photo (Android)

Android Devices

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

Click or tap "Choose File"

Upload A Photo (Android)

<u>Android Devices</u>

How to upload or update a photo from an Android Phone or Tablet using the Chrome
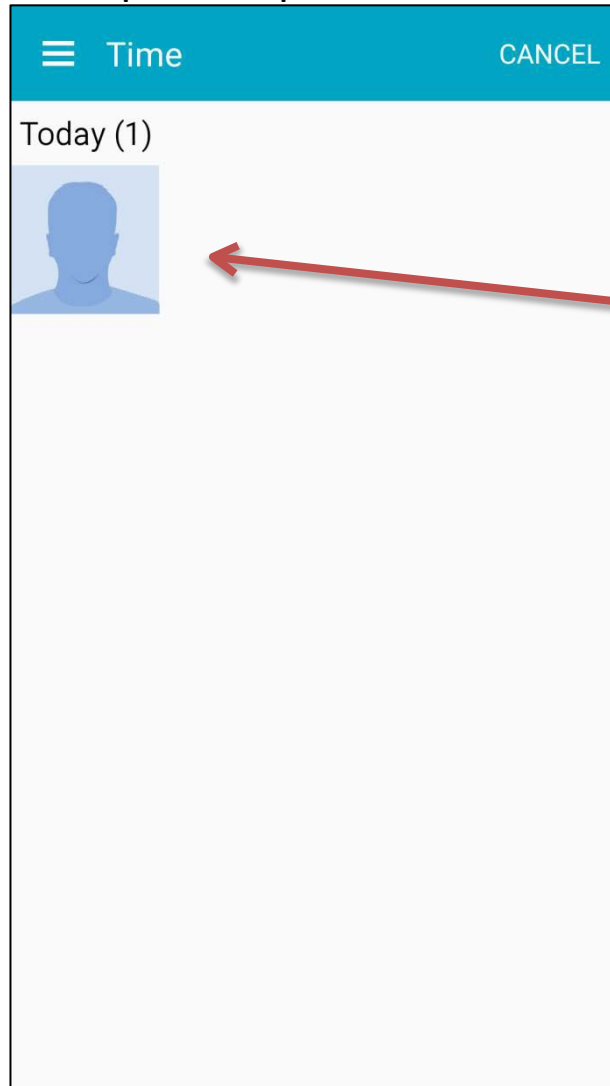Browser:

<u>Click or tap "Gallery"</u>

Upload A Photo (Android)

<u>Android Devices</u>

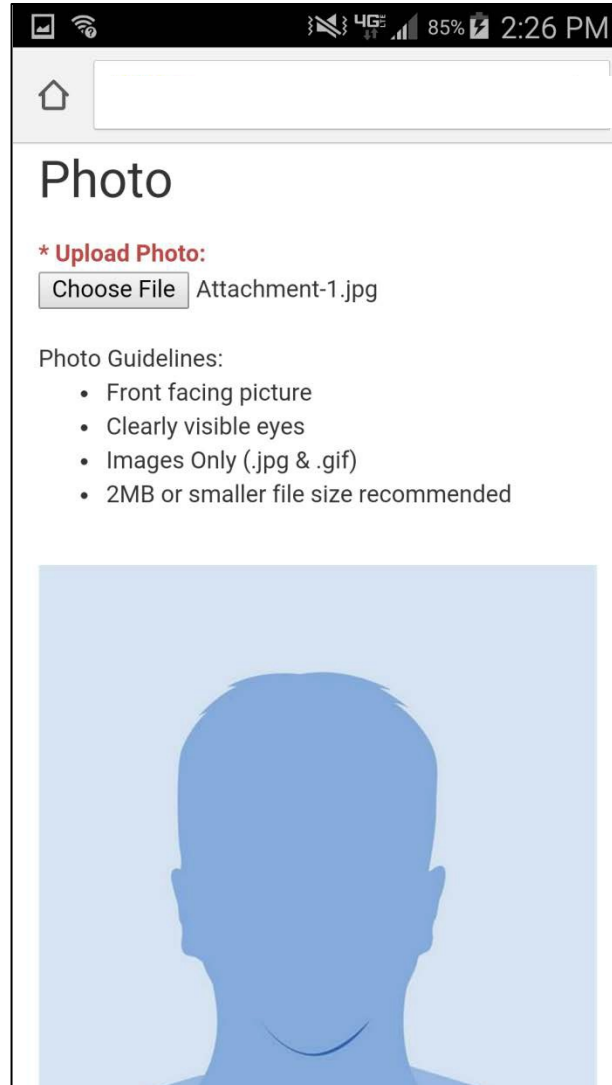How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

Select an album, then <u>choose the photo</u> you took before.

Upload A Photo (Android)

Android Devices

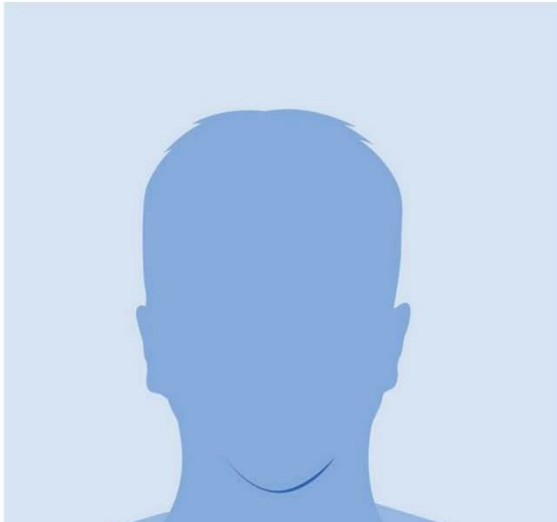How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

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