



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

Take Me Home
City of Little Rock

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!

Don't have an account? [Sign Me Up!](#)

Forgot your password? [Forgot Password](#)

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

Creating An Account

The screenshot shows a web browser window with the 'Take Me Home' logo and a 'New User Sign-up' form. The form includes fields for E-Mail Address, Password, Confirm Password, and a 4-Digit PIN Number. A 'Cancel' button and an 'Add Me' button are at the bottom. A link 'Back to Take Me Home Login!' is also present. A list of password requirements is at the bottom left.

Take Me Home
City of Little Rock

New User Sign-up. *Indicates Required Fields

Please fill out the form to create a new account.

*E-Mail Address:

*Password: Please refer to password complexity requirements below

Strong

*Confirm Password: Please refer to password complexity requirements below

Strong

*4 Digit PIN Number: Used for password reset. The PIN can be any 4 digits, last 4 digits of your SSN, last 4 digits of your phone number, or last 4 digits of your birth date in the YYMM format.

[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. Enter your E-Mail address.
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:
 - 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 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

Take Me Home
City of Little Rock

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:

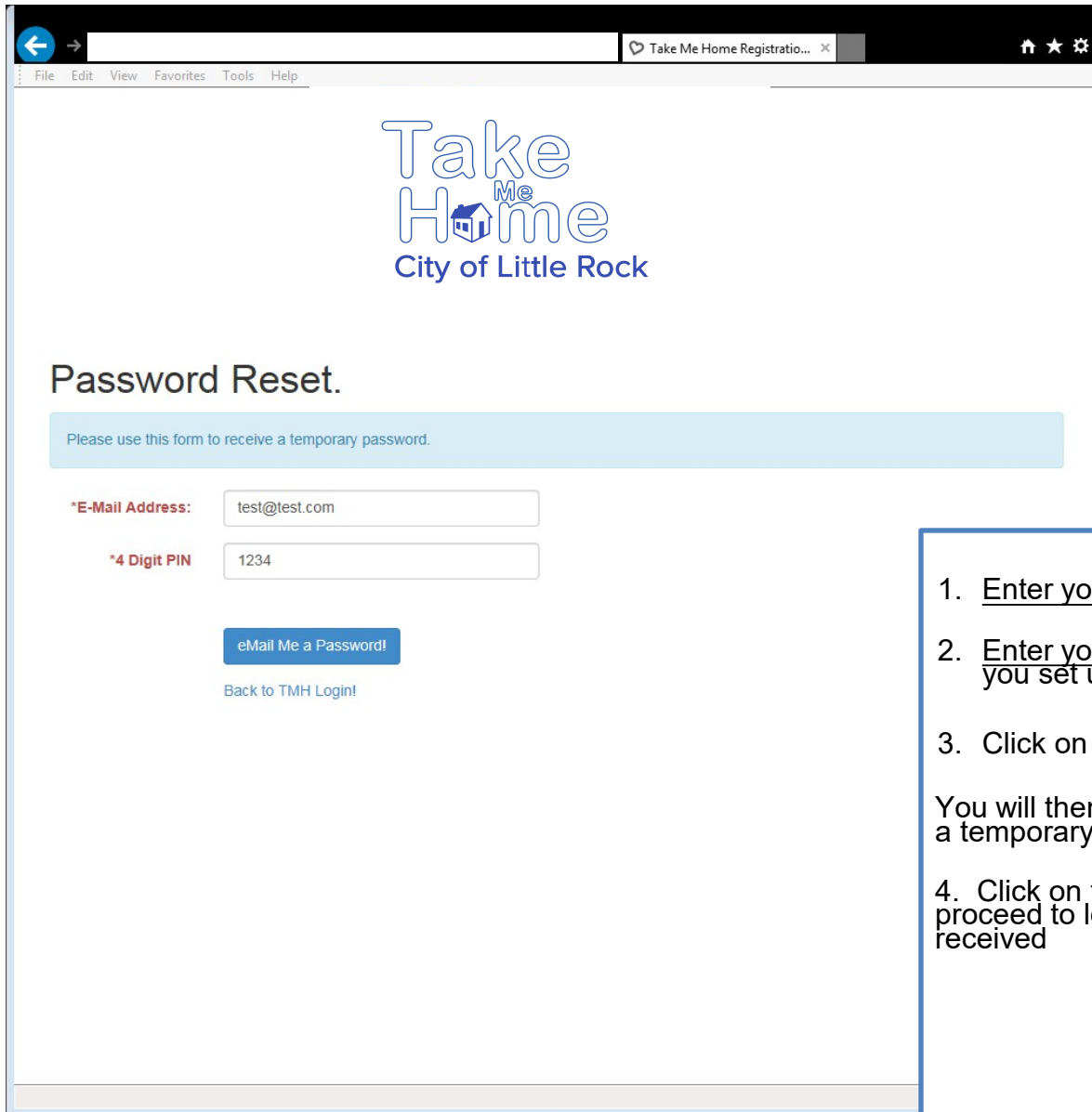
☐ Remember me!

Don't have an account? [Sign Me Up!](#)

Forgot your password? [Forgot Password](#)

1. Click on the "Forgot Password" link.

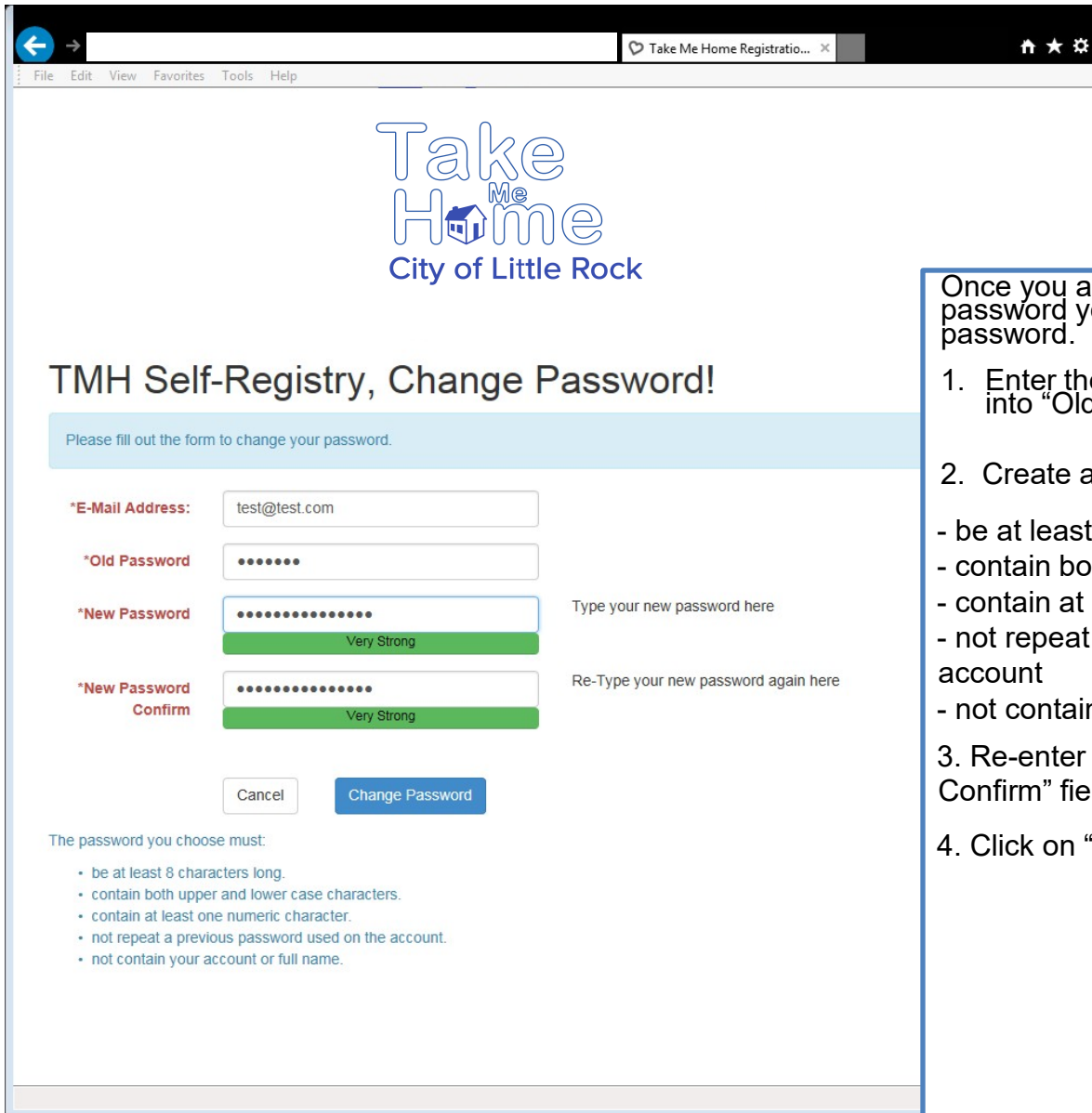
Recovering a Password



The screenshot shows a web browser window with the address bar displaying "Take Me Home Registratio...". The page features the "Take Me Home City of Little Rock" logo at the top. Below the logo, the heading "Password Reset." is displayed. A light blue box contains the instruction: "Please use this form to receive a temporary password." The form includes two input fields: "*E-Mail Address:" with the value "test@test.com" and "*4 Digit PIN" with the value "1234". A blue button labeled "eMail Me a Password!" is positioned below the fields. At the bottom of the form, there is a link that says "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



The screenshot shows a web browser window with the address bar displaying "Take Me Home Registratio...". The website header features the "Take Me Home City of Little Rock" logo. The main heading is "TMH Self-Registry, Change Password!". Below this is a light blue banner with the text "Please fill out the form to change your password." The form contains four input fields: "*E-Mail Address:" with the value "test@test.com", "*Old Password:" with masked characters, "*New Password:" with masked characters and a "Very Strong" strength indicator, and "*New Password Confirm:" with masked characters and a "Very Strong" strength indicator. To the right of the "New Password" field is the text "Type your new password here", and to the right of the "New Password Confirm" field is "Re-Type your new password again here". At the bottom of the form are "Cancel" and "Change Password" buttons. Below the form, a section titled "The password you choose must:" lists five requirements: 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, and not contain your account or full name.

Take Me Home
City of Little Rock

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

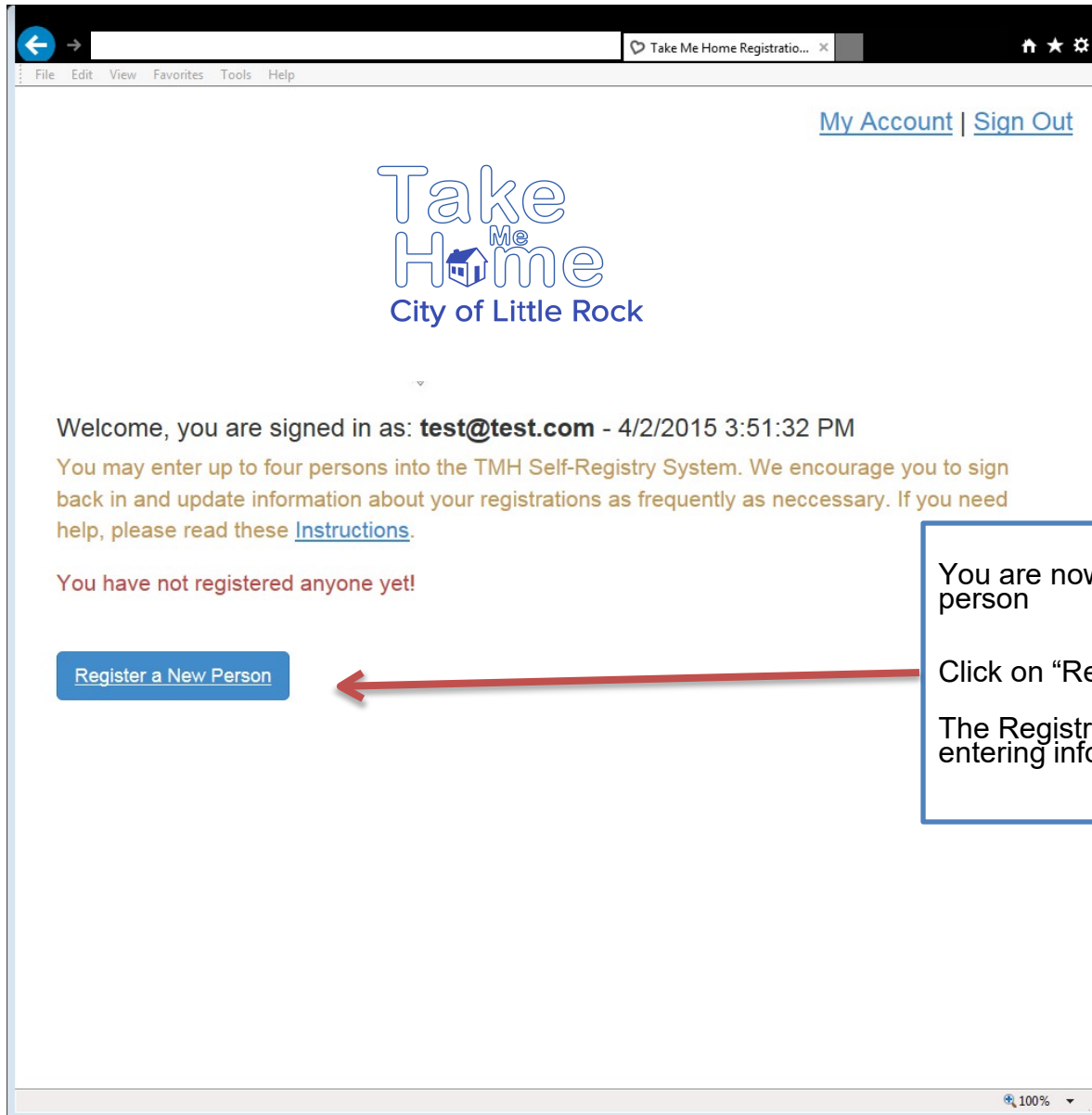
The password you choose must:

- 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



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

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:

*First Name:

Middle Name:

Suffix: ☐

*Name To Call Me:

*Home Phone:

999-999-9999

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)

Registering a Person

***Diagnosis/Disability:**

- ADHD
- ALZHEIMERS
- 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
- 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

The screenshot shows a web browser window with the title 'Take Me Home Self-Registr...'. The browser's address bar is empty, and the menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is titled 'Address' and contains the following fields:

- *Address Number: 500
- *Address Street: W. Markham
- *City: Little Rock (dropdown menu)
- *County: Pulaski (dropdown menu)
- *State: Arkansas (dropdown menu)
- *Zip Code: 72201

At the bottom of the form, the section 'Physical Description' is partially visible. The browser's status bar at the bottom right shows '100%' zoom.

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.

Registering a Person

The screenshot shows a web browser window with the title 'Take Me Home Self-Registr...'. The browser's address bar is empty, and the menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The page content is divided into two main sections: 'Physical Description' and 'Special Information'.

Physical Description

***Date of Birth:** MM/DD/YYYY

Race:

Sex:

Height:

Weight:

Eye Color:

Hair Color:

Special Information

Home Type:

Wander Tendency:

Communication Method:

- ASSISTED COMMUNICATION DEVICE
- HEARING DIFFICULTY
- LANGUAGE OTHER THAN ENGLISH
- NON-COMMUNICATIVE
- NONVERBAL
- PICTURE COMMUNICATION SYSTEM
- SIGN LANGUAGE ASL
- SPEECH DIFFICULTY
- VERBAL

Medication Endangered:

Spoken Languages:

Are there any medications that would endanger the participant's life if not taken on schedule?

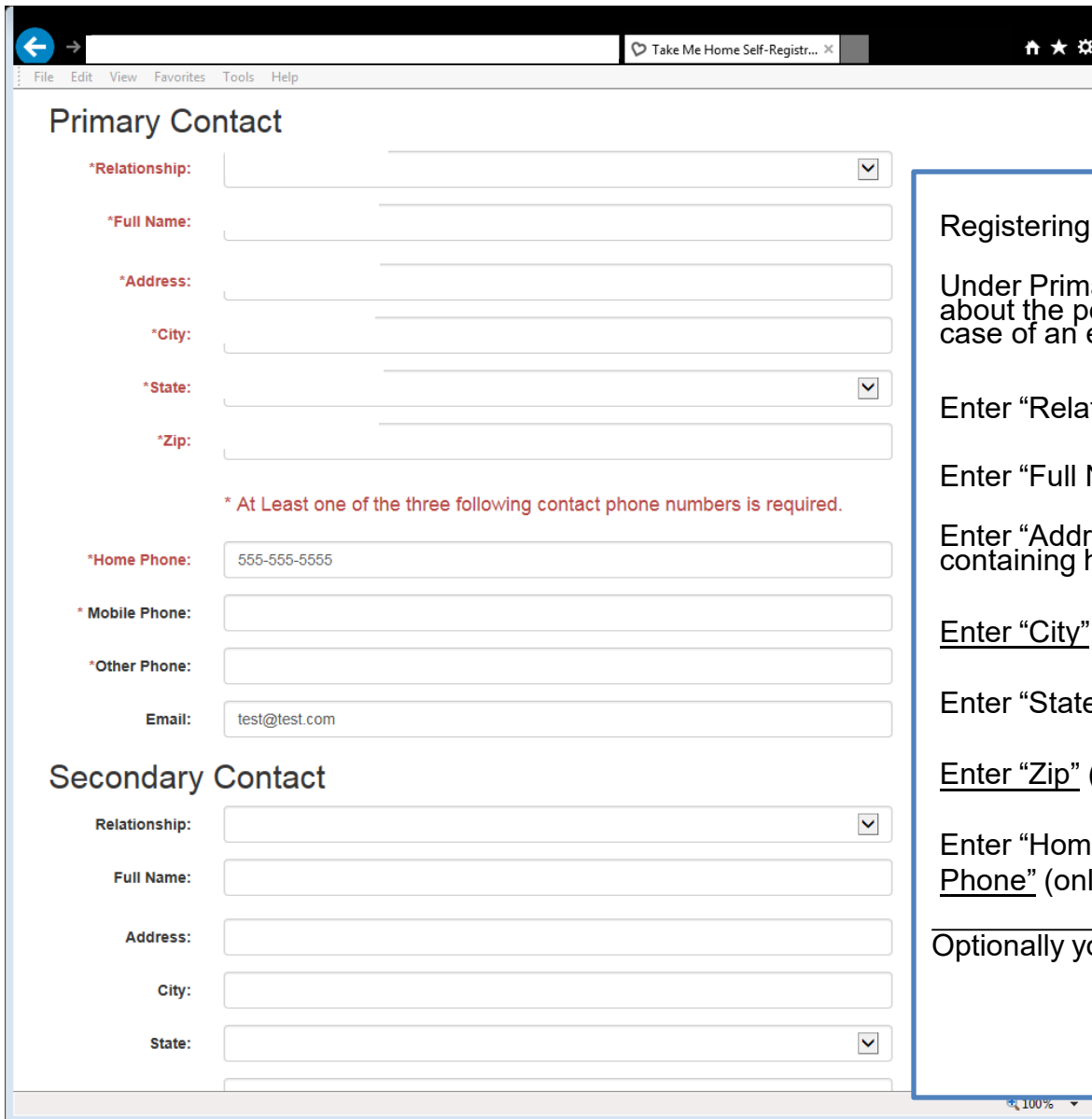
Registering in "Take Me Home" continued.

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



Take Me Home Self-Registr...

File Edit View Favorites Tools Help

Primary Contact

*Relationship:

*Full Name:

*Address:

*City:

*State:

*Zip:

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

*Home Phone:

* Mobile Phone:

*Other Phone:

Email:

Secondary Contact

Relationship:

Full Name:

Address:

City:

State:

100%

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)

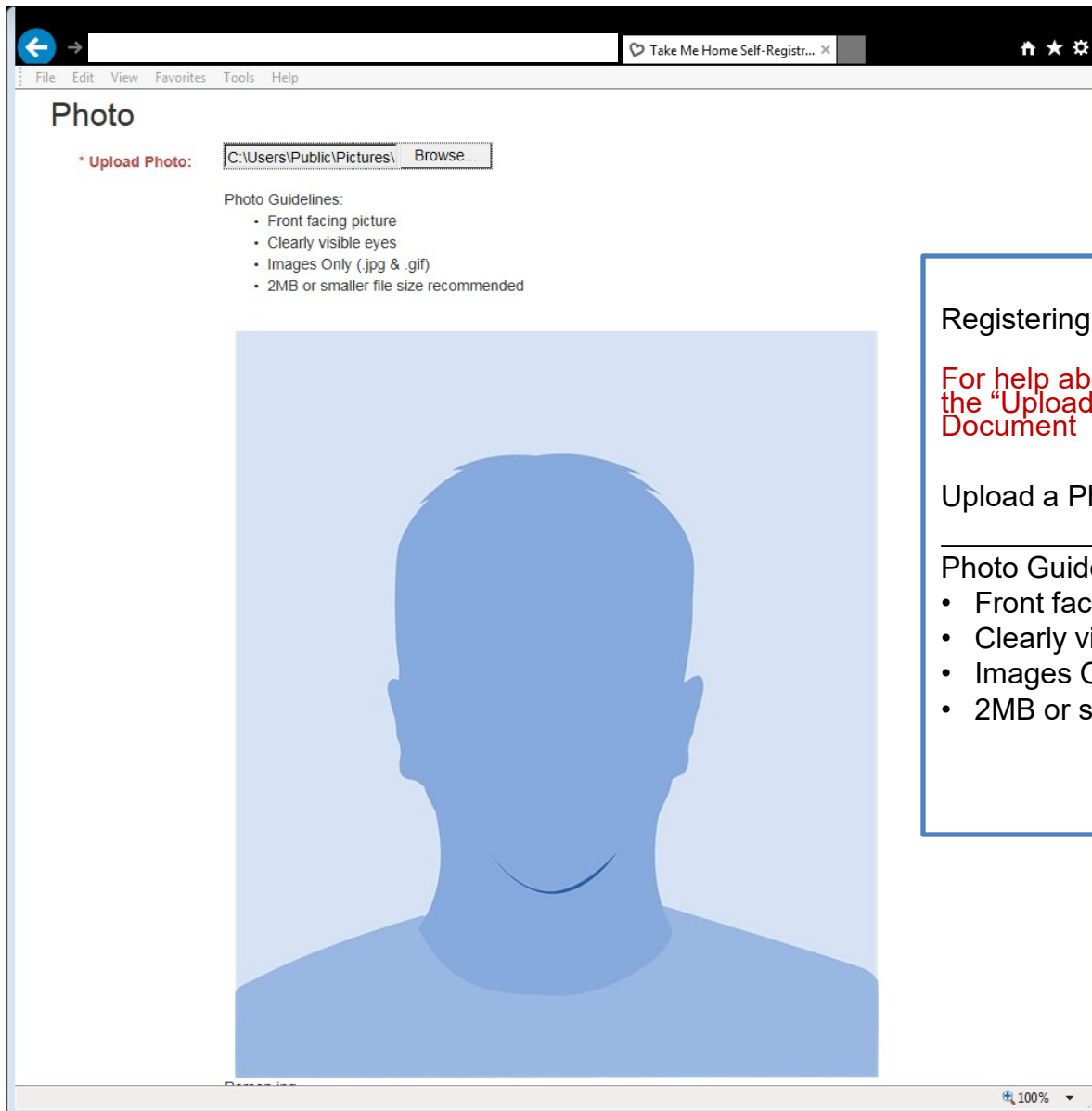
Enter "State" (required)

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



Registering in "Take Me Home" continued.

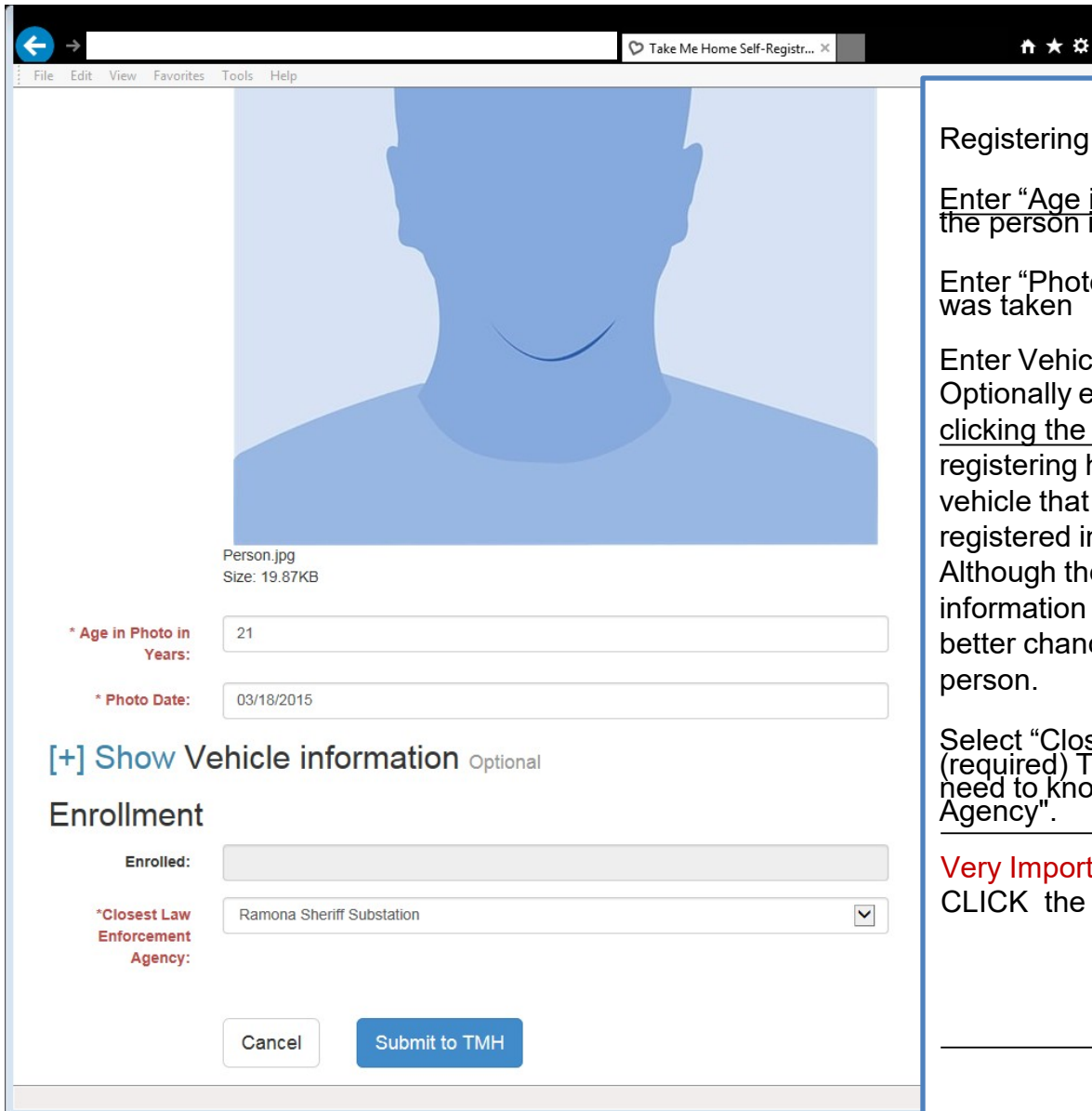
For help about uploading a photo, please refer to the "Upload a Photo" Section at the end of this Document

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



The screenshot shows a web browser window with the title 'Take Me Home Self-Registr...'. The browser's address bar is empty, and the menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area displays a registration form. At the top, there is a large blue silhouette of a person's head and shoulders, labeled 'Person.jpg' with a size of '19.87KB'. Below this, there are two required fields: '* Age in Photo in Years:' with the value '21' and '* Photo Date:' with the value '03/18/2015'. A link '[+] Show Vehicle information' is labeled as 'Optional'. Under the 'Enrollment' section, there is an 'Enrolled:' field and a '*Closest Law Enforcement Agency:' dropdown menu currently showing 'Ramona Sheriff Substation'. At the bottom, there are two buttons: 'Cancel' and 'Submit to TMH'.

Person.jpg
Size: 19.87KB

* Age in Photo in Years: 21

* Photo Date: 03/18/2015

[+] Show Vehicle information Optional

Enrollment

Enrolled:

*Closest Law Enforcement Agency: Ramona Sheriff Substation

Cancel Submit to TMH

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 you to come back in and update information about your registrations as frequently as necessary. If you need 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

The screenshot shows a web browser window with the address bar displaying 'Take Me Home Registratio...'. The page has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. In the top right corner, there are links for 'My Account' and 'Sign Out'. The main heading is 'Take Me Home City of Little Rock'. Below this, a welcome message states: 'Welcome, you are signed in as: test@test.com - 4/2/2015 3:48:49 PM'. A paragraph follows: 'You may enter up to four persons into the TMH Self-Registry System. We encourage you to log back in and update information about your registrations as frequently as necessary. If you need help, please read these [Instructions](#).' Another line says: 'You currently have 1 person registered. To edit details or delete, please see below.' There is a blue button labeled 'Register a New Person'. Below this is a section for a registered person named 'Test Test Test'. It includes a placeholder profile picture and a list of attributes: 'DoB: 03/18/1999', 'Race:', 'Sex:', 'Height:', 'Weight: lbs', 'Eye:', 'Hair:', and 'Enrolled: 4/2/2015 3:48:43 PM'. At the bottom of this section are two buttons, 'Edit' and 'Delete', which are highlighted by a red rectangular box. A red arrow points from the text box on the right to the 'Edit' button.

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)

Windows PCs

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

Photo

* Upload Photo: Browse...

Photo Guidelines:

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

* Age in Photo in Years:

* Photo Date: MM/DD/YYYY

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.

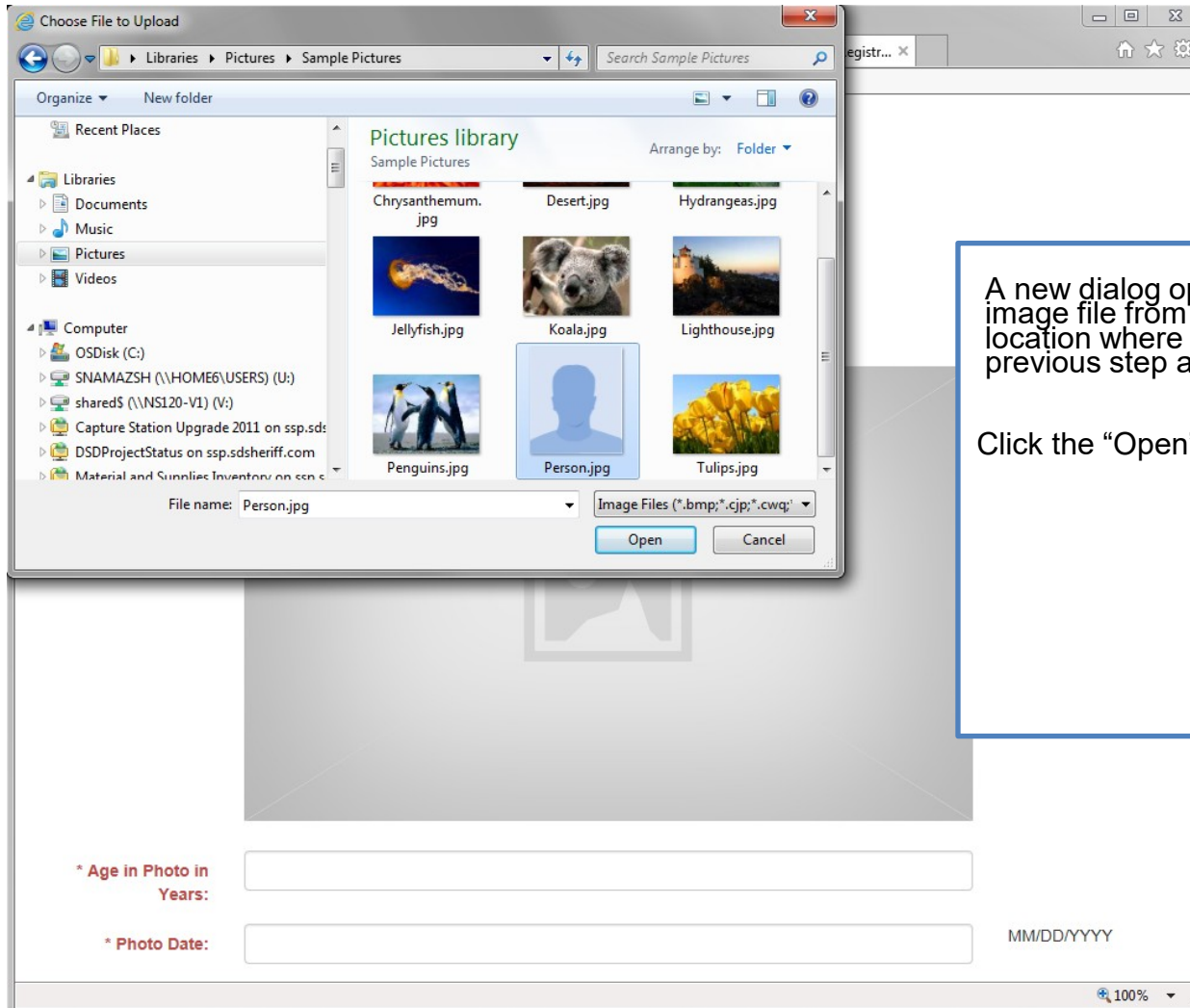
If you already have a photo on your PC you can skip this step.

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:



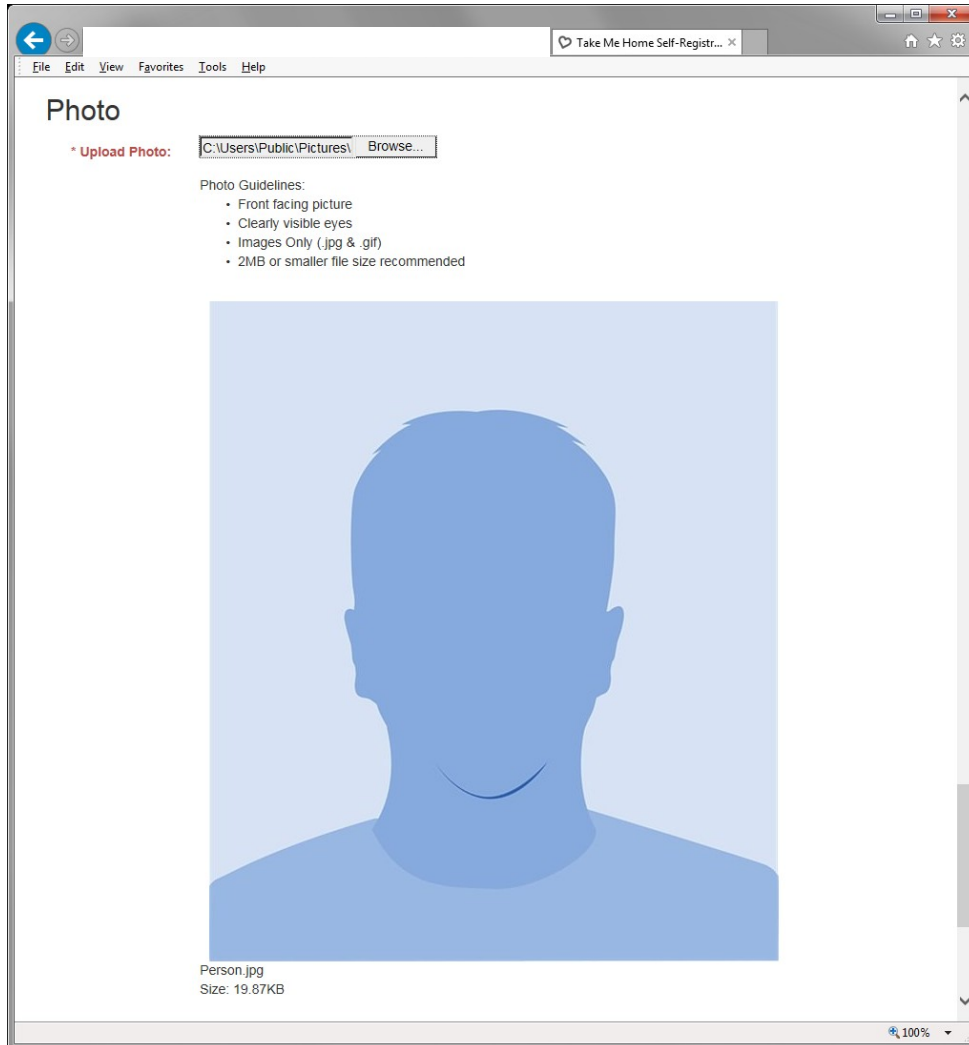
A new dialog opens up to allow you to choose an image file from your computer. Navigate to the location where you saved the photo from the previous step and select it.

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:** no file selected

Photo Guidelines:

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

*** Age in Photo in Years:**

*** Photo Date:** MM/DD/YYYY

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.

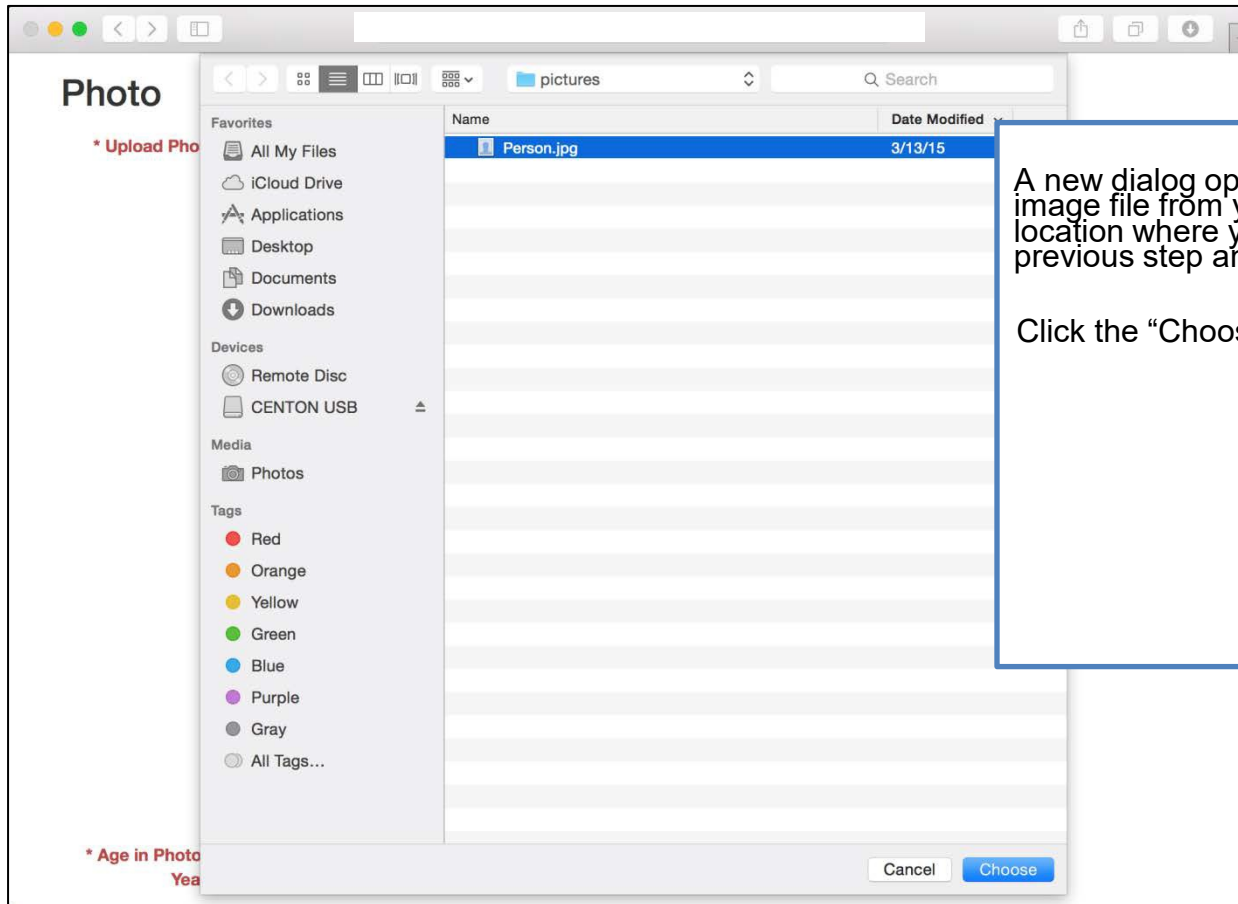
If you already have a photo on your MAC you can skip this step.

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

Upload A Photo (Apple)

Apple Computers

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



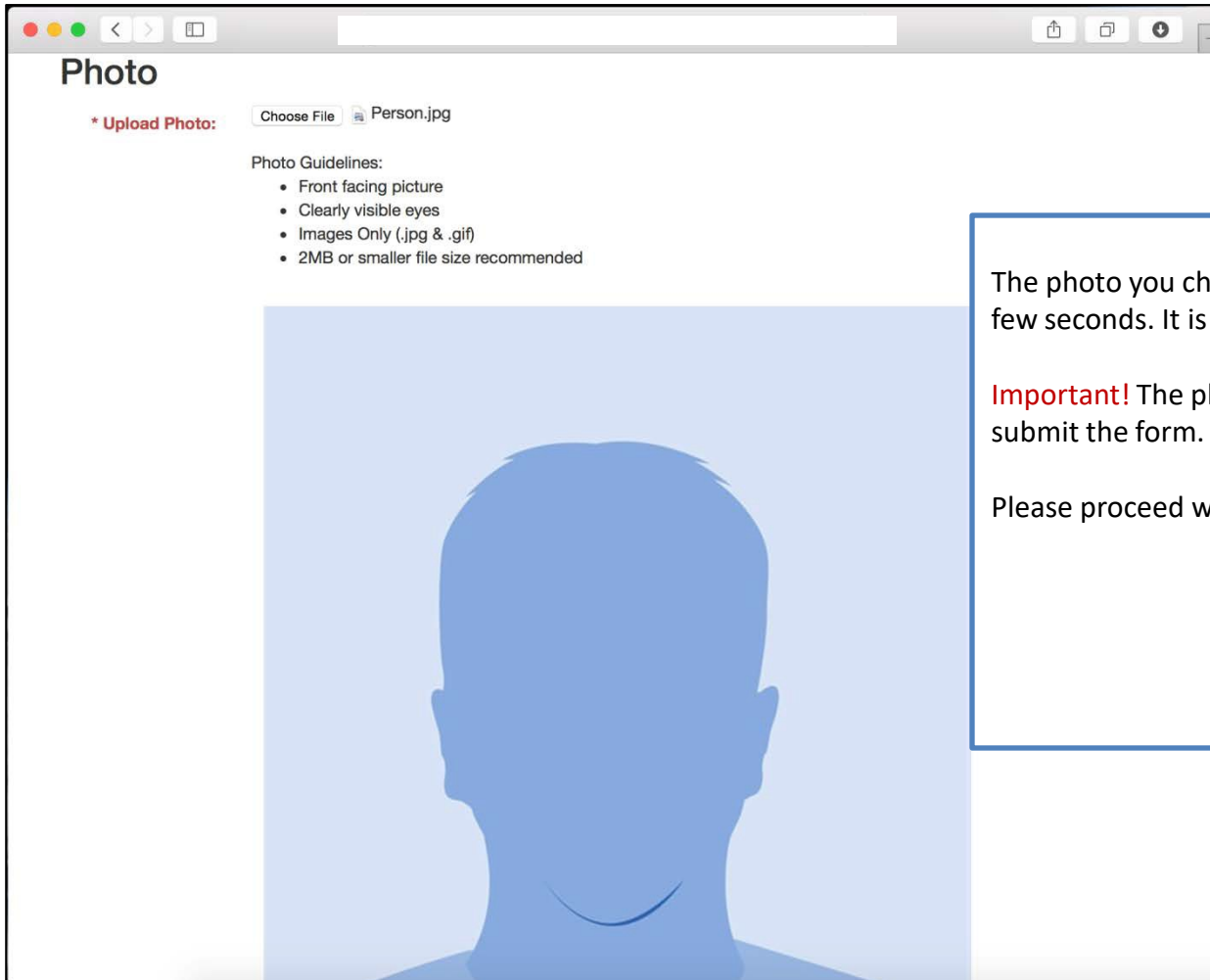
A new dialog opens up to allow you to choose an image file from your computer. Navigate to the location where you saved the photo from the previous step and select it.

Click the “Choose” Button

Upload A Photo (Apple)

Apple Computers (OSX)

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



The screenshot shows a web browser window with a title bar and navigation buttons. The page title is "Photo". Below the title, there is a red asterisk followed by the text "Upload Photo:". To the right of this text is a "Choose File" button and a file name "Person.jpg". Below this, there is a section titled "Photo Guidelines:" followed by a bulleted list: "Front facing picture", "Clearly visible eyes", "Images Only (.jpg & .gif)", and "2MB or smaller file size recommended". Below the guidelines is a large blue silhouette of a person's head and shoulders, representing the photo preview area.

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)

Apple iOS Devices

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

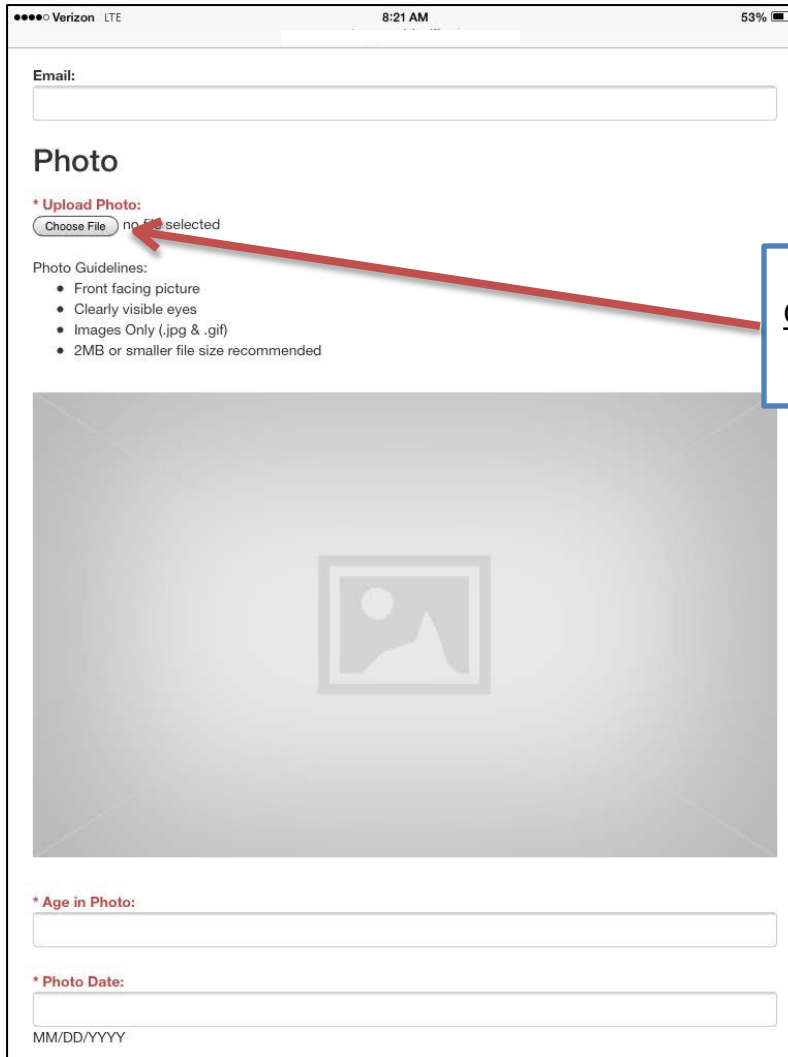


Use the iPad or iPhone Camera to take a picture of the person you would like to register before you begin registration.

Upload A Photo (iOS)

Apple iOS Devices

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



The screenshot shows a mobile web browser interface. At the top, the status bar displays 'Verizon LTE', '8:21 AM', and '53%' battery. Below the status bar is an 'Email:' input field. The main section is titled 'Photo'. Under this title, there is a red asterisk followed by 'Upload Photo:'. Below this, there is a 'Choose File' button and the text 'no file selected'. A red arrow points from the 'Choose File' button to a blue box on the right. Below the 'Choose File' button, there are 'Photo Guidelines:' listed as follows:

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

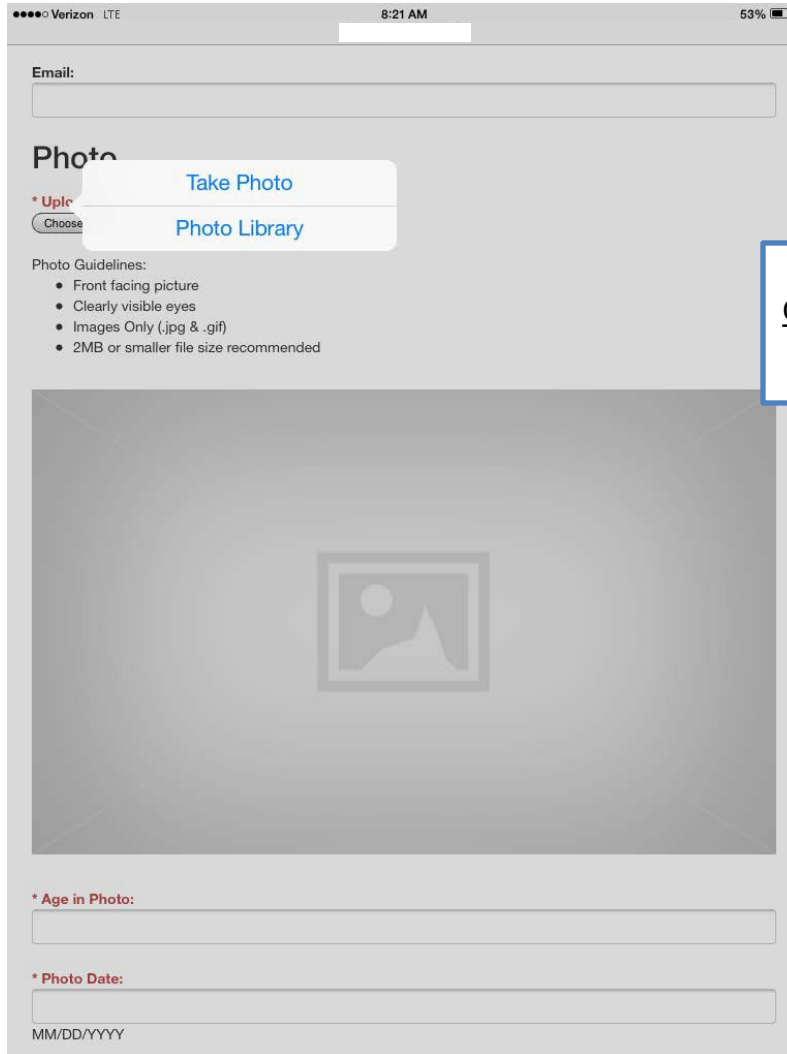
Below the guidelines is a large gray rectangular area with a faint image icon in the center. At the bottom of the form, there are two more input fields: '* Age in Photo:' and '* Photo Date:'. Below the date field is the text 'MM/DD/YYYY'.

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:

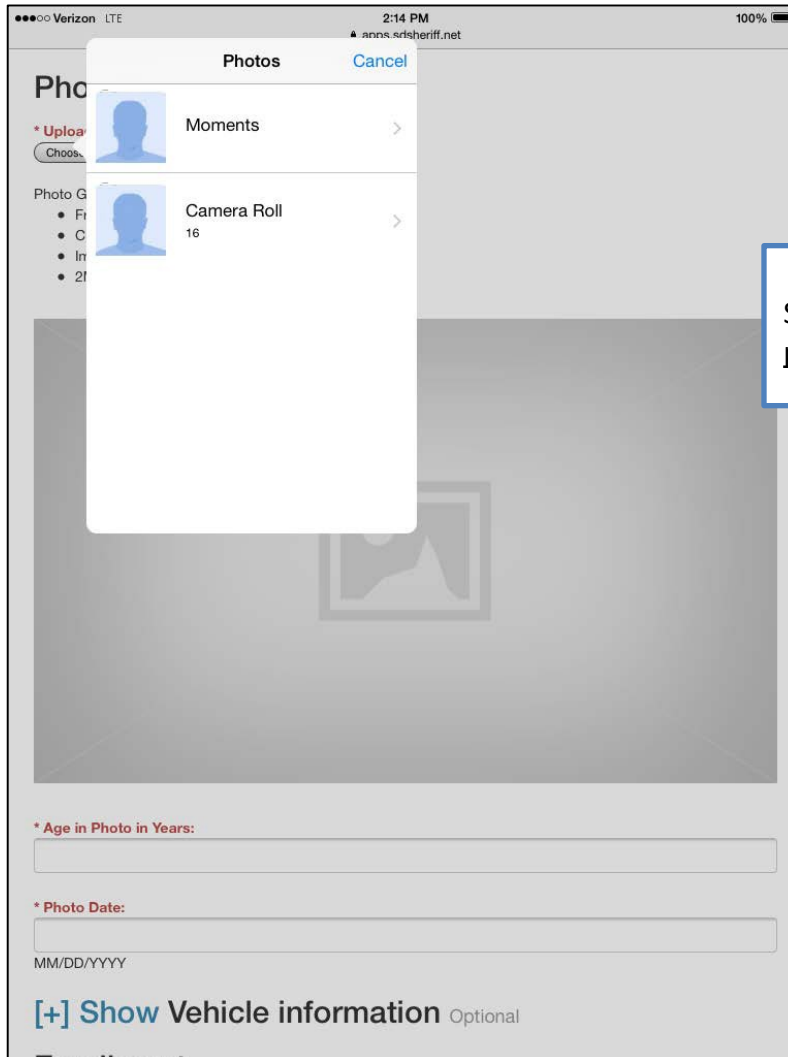


Click or Tap "Photo Library"

Upload A Photo (iOS)

Apple iOS Devices

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

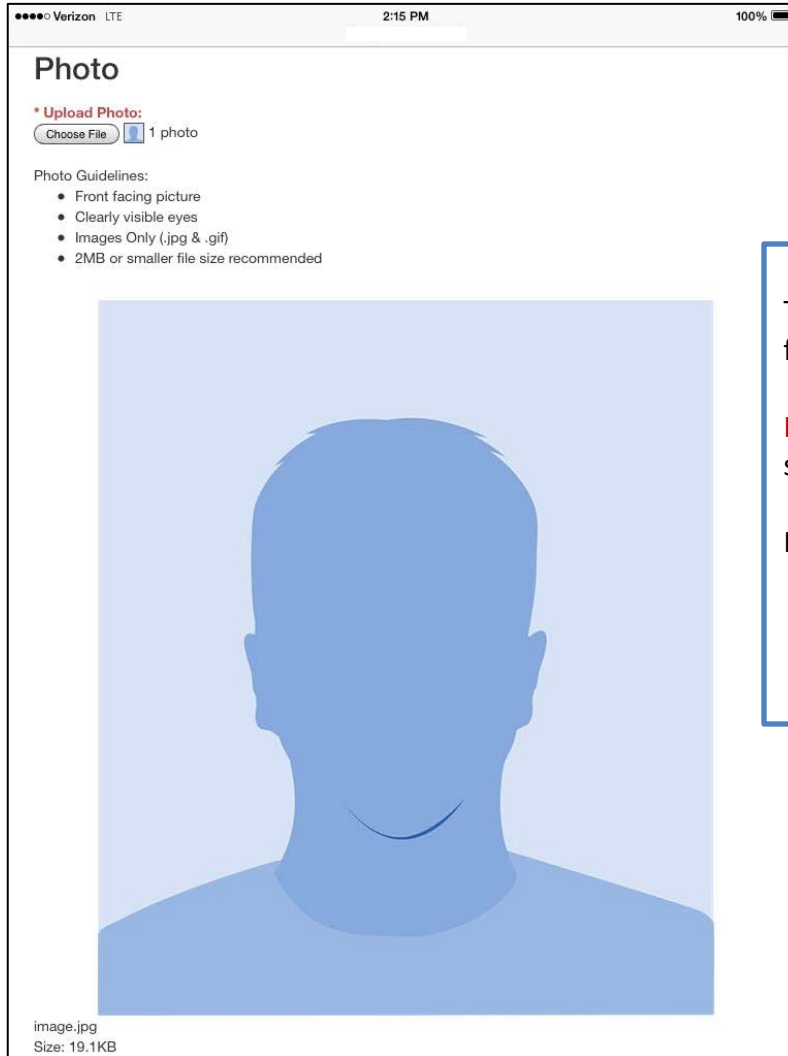


Select an album in the Photos menu, then choose the photo you took before.

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)

Android Devices

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

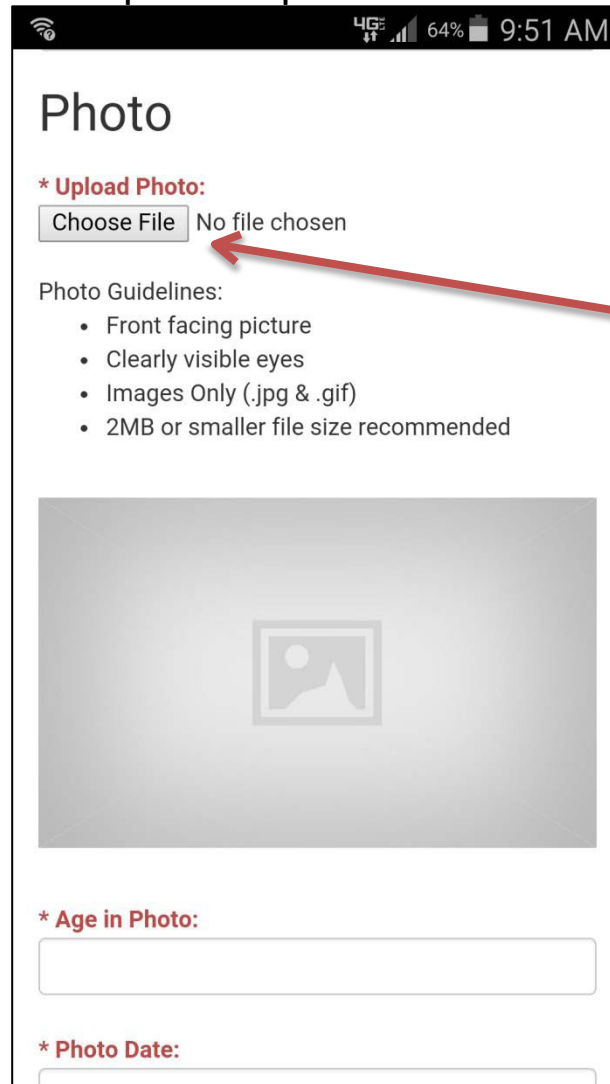


Use the Android Device Camera to take a picture of the person you would like to register before you begin registration.

Upload A Photo (Android)

Android Devices

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



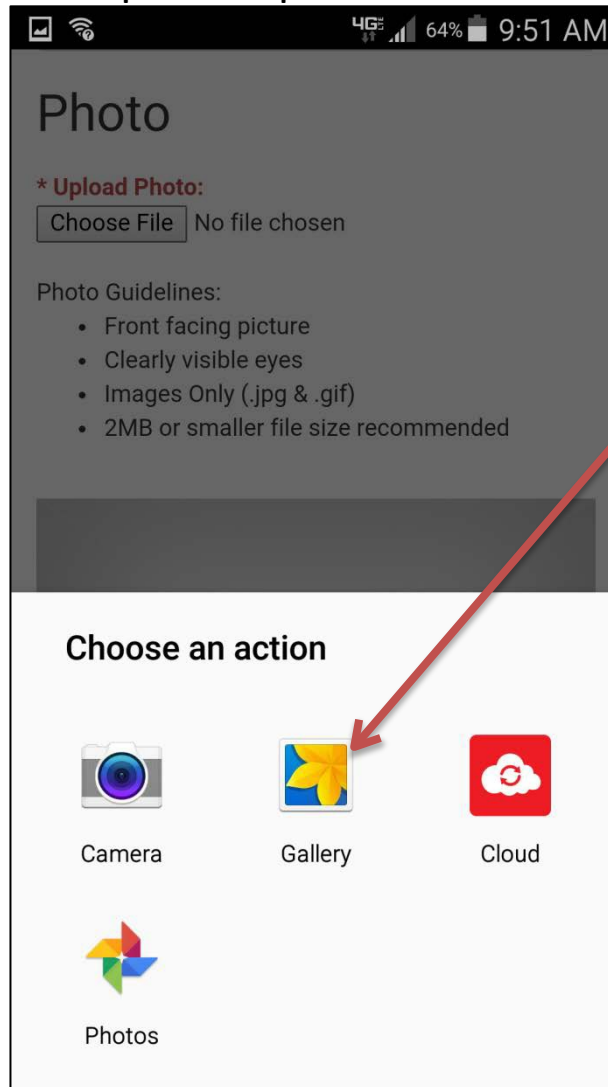
The screenshot shows the Chrome browser interface on an Android device. At the top, the status bar displays '4G', signal strength, 64% battery, and the time '9:51 AM'. The main heading is 'Photo'. Below it, a red asterisk is followed by the text '* Upload Photo:'. Underneath this is a button labeled 'Choose File' and the text 'No file chosen'. A red arrow points from a text box on the right to the 'Choose File' button. Below the button, the text 'Photo Guidelines:' is followed by a bulleted list: '• Front facing picture', '• Clearly visible eyes', '• Images Only (.jpg & .gif)', and '• 2MB or smaller file size recommended'. Below the list is a large gray rectangular area with a faint image icon in the center. At the bottom, there are two more sections: '* Age in Photo:' followed by a text input field, and '* Photo Date:' followed by another text input field.

Click or tap "Choose File"

Upload A Photo (Android)

Android Devices

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

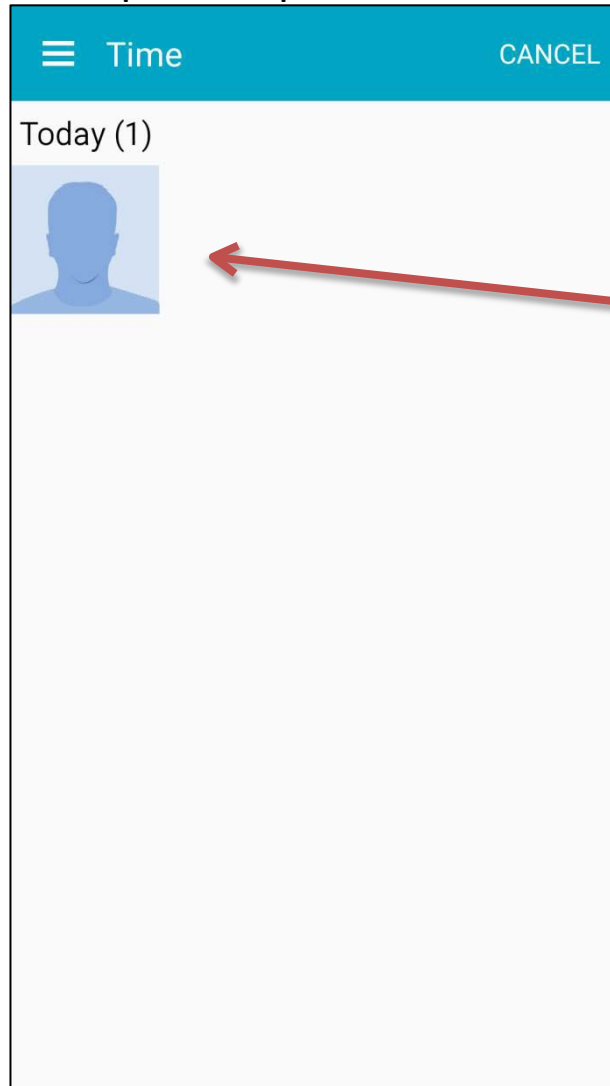


Click or tap "Gallery"

Upload A Photo (Android)

Android Devices

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

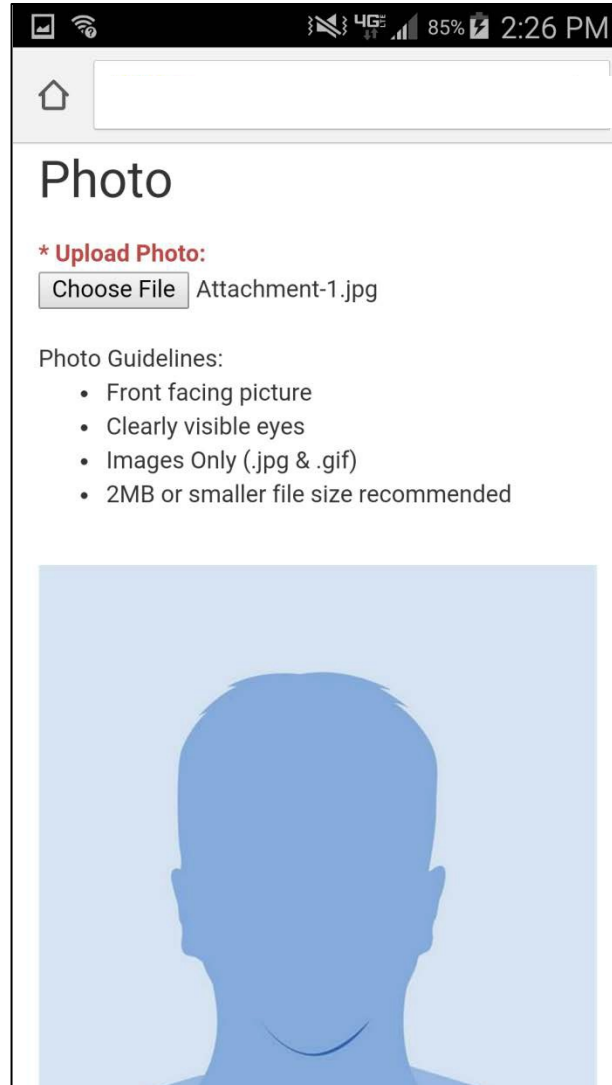


Select an album, then choose the photo you took before.

Upload A Photo (Android)

Android Devices

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



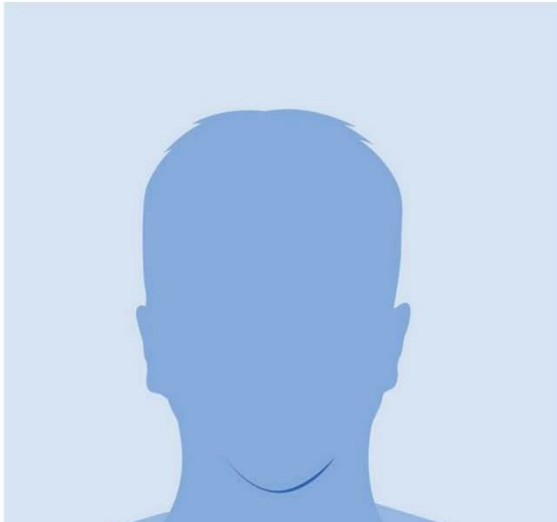
Photo

*** Upload Photo:**

Attachment-1.jpg

Photo Guidelines:

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



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.