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

1. Click on the "Sign Me Up!" link.
Creating An Account

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
4. Re-enter the password into the Confirm Password field.
5. 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).
6. Click "Add Me"
   You will receive a confirmation that you have been added to the system and now you are automatically logged in.
7. Click "Click Here to Continue"
Recovering a Password

1. Click on the “Forgot Password” link.
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
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”
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.
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 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 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 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 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

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

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 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:

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:

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).
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 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:

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:

Click or tap “Choose File”

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

* Age in Photo:

* Photo Date:
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.
How to upload or update a photo from an Android Phone or Tablet using the Chrome 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.