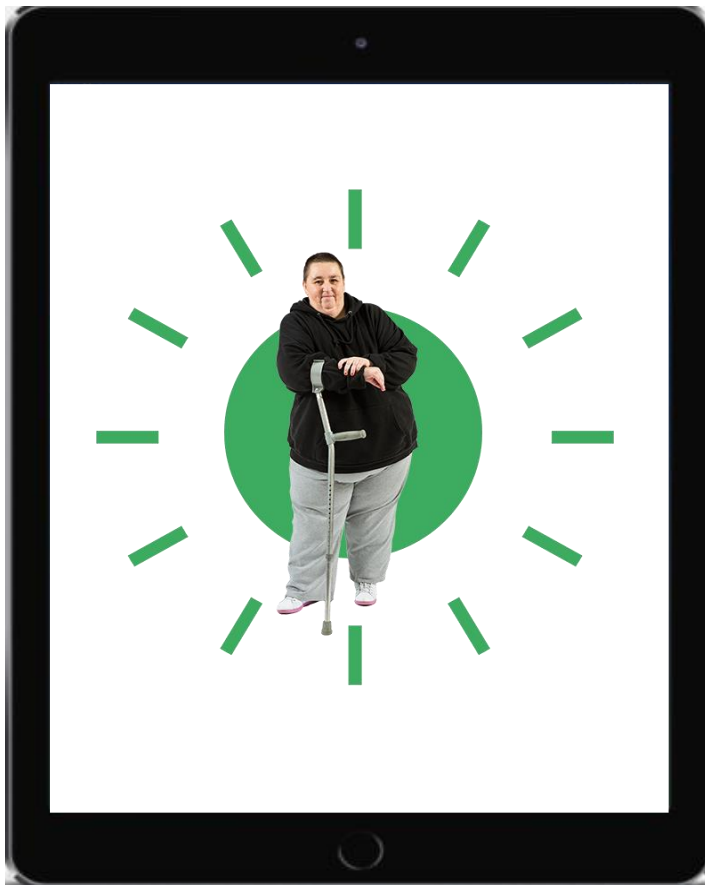


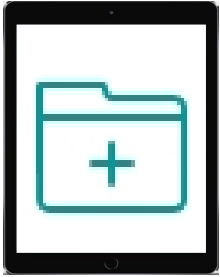
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Adding your information to Access



Booklet 3

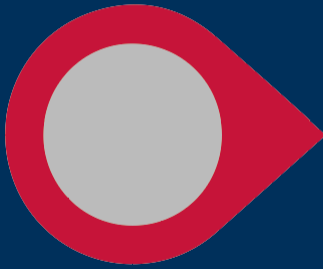
What will you find in this guide



Adding your information to
Access



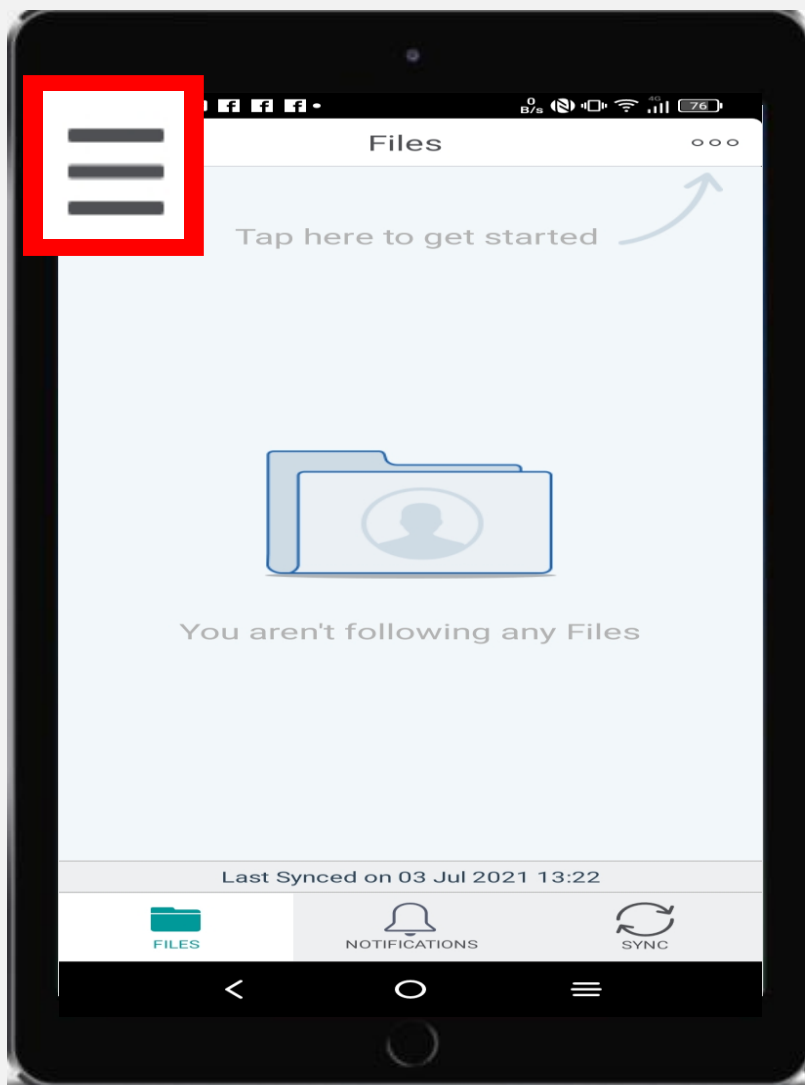
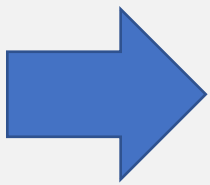
Getting the latest information



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Adding your information to Access





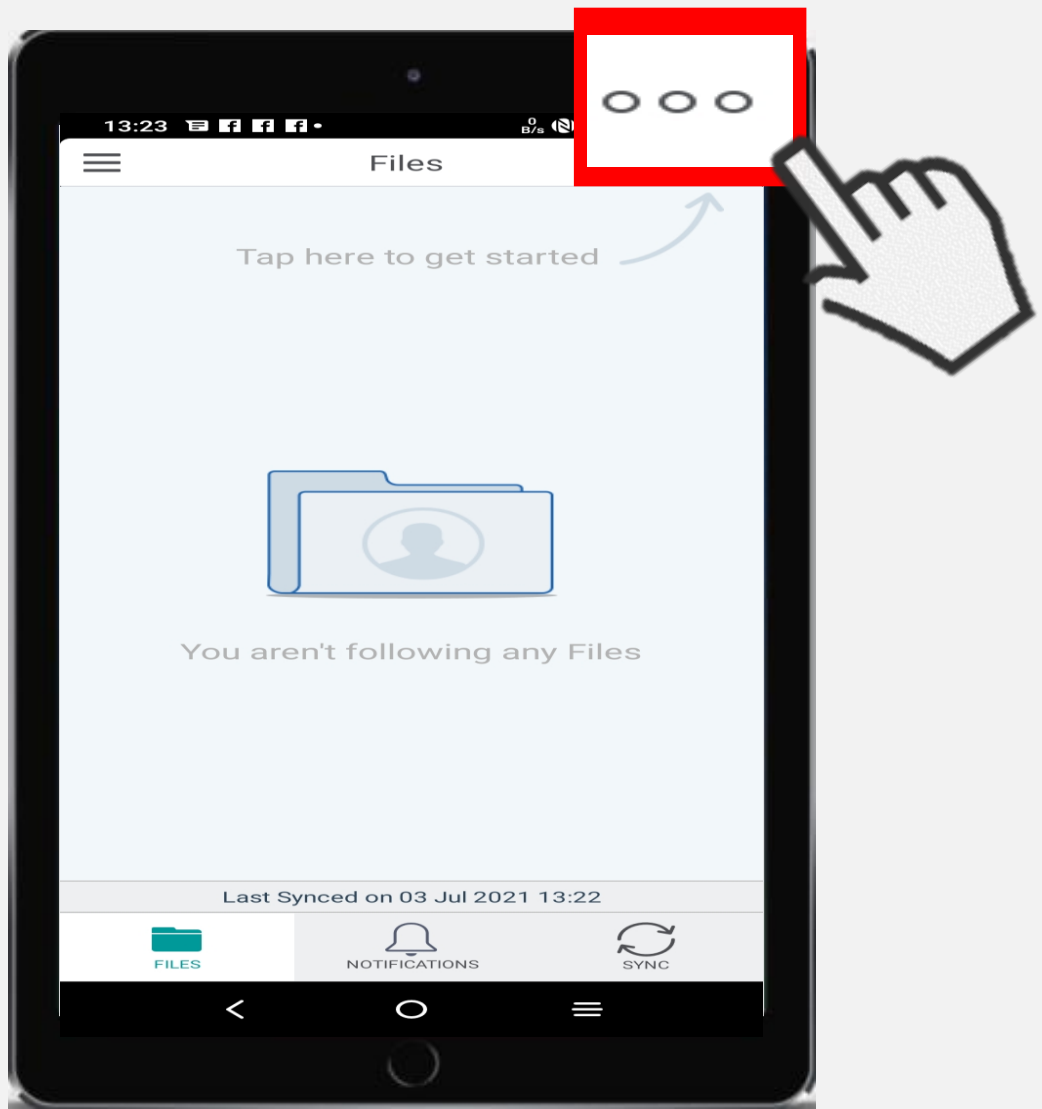
After logging into Access you will see the home page.



The homepage is like opening the front door to Access and allows you to find your support information.



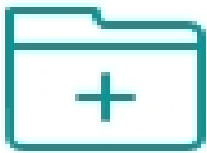
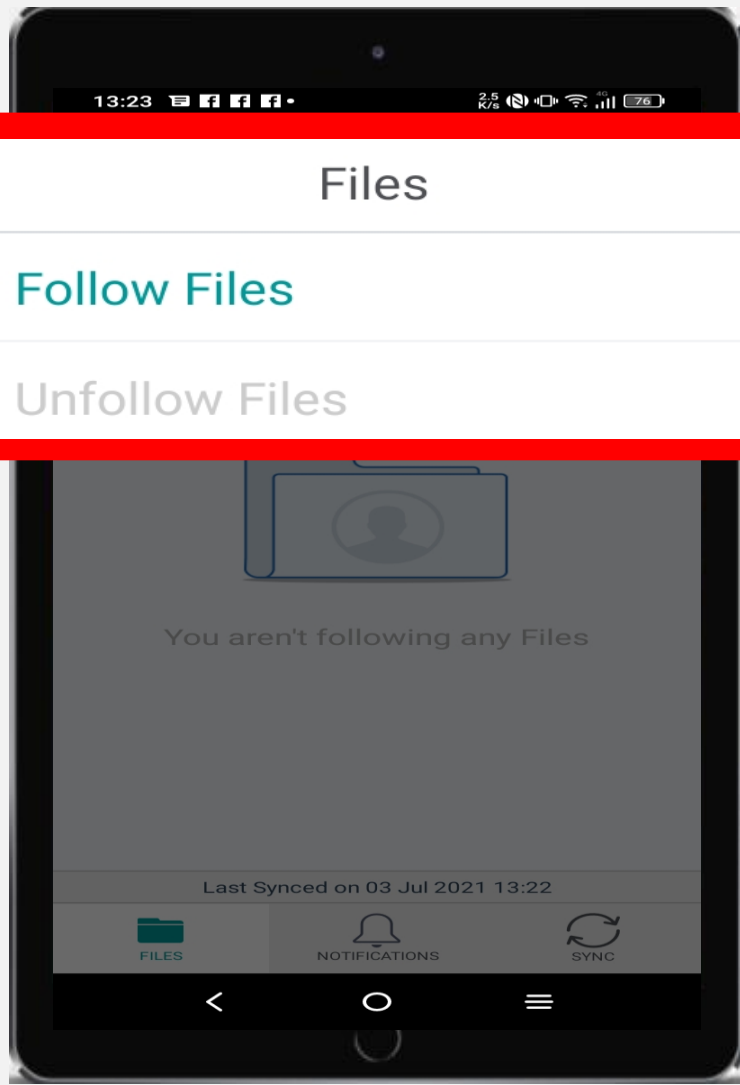
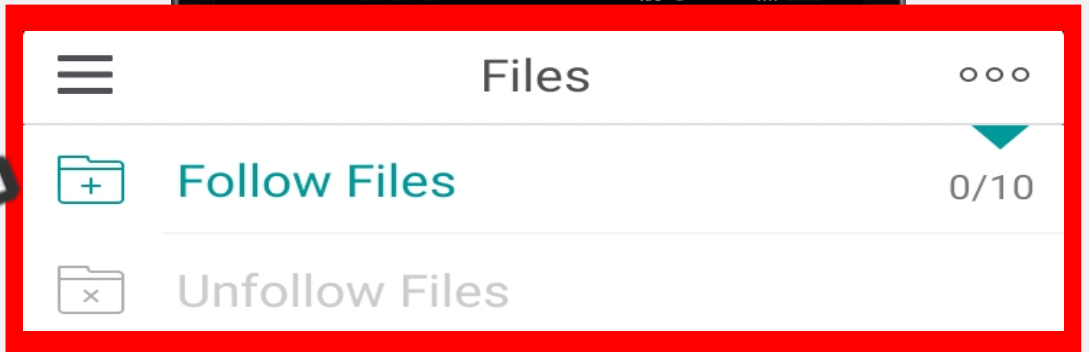
You will always know you are on the homepage when you can see 3 grey lines in the top left hand corner of the screen.



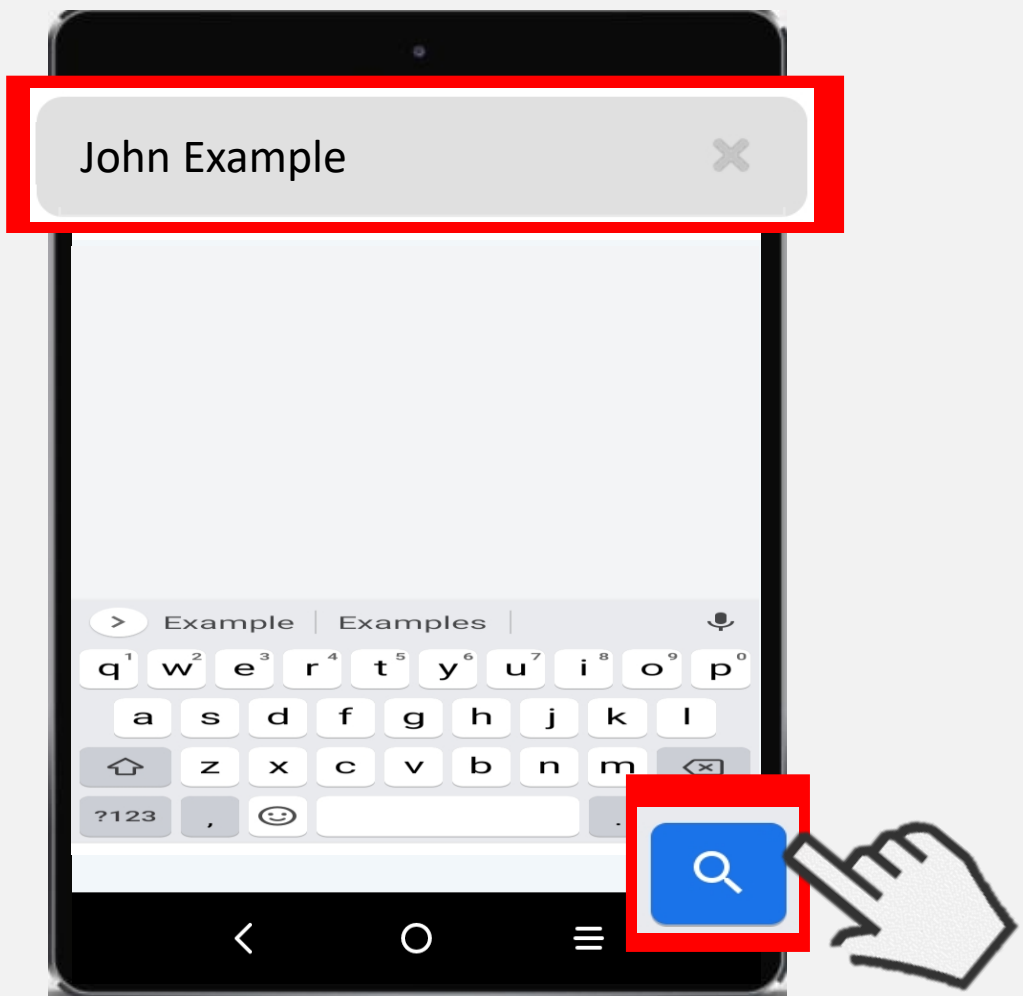
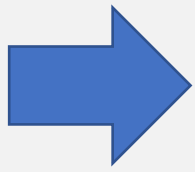
The first thing you need to do is add your information to Access. You will only need to do this once.



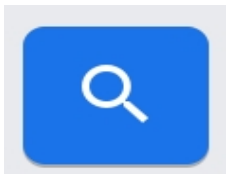
To do this firstly click on the 3 circles in the top right hand corner of the page.



Click on Follow Files.



In the grey box at the top enter your username.

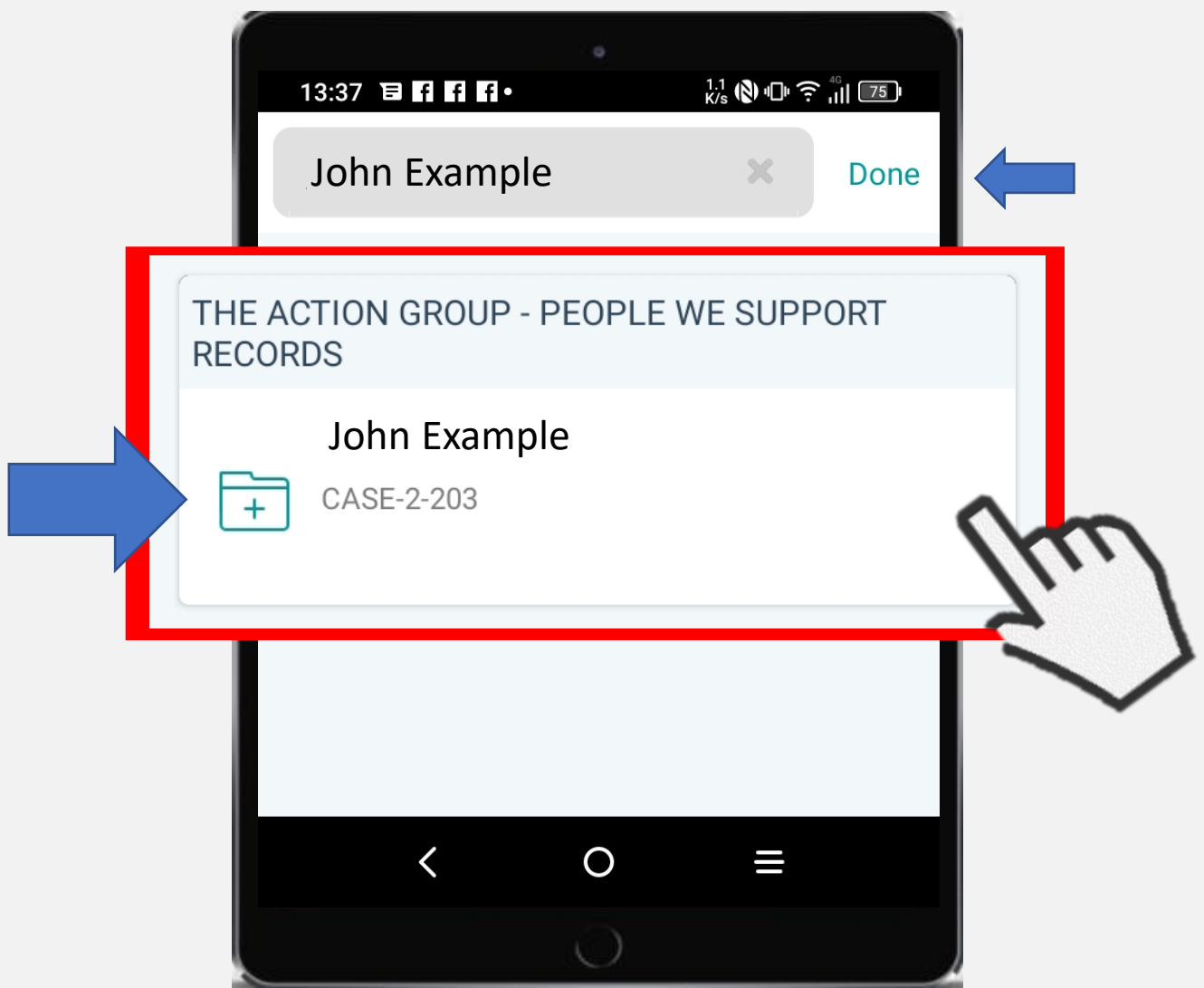


Then click the search button.



The search button can look different depending on your type of device, for example some may say go instead of having a magnifying glass.

Use the search button you usually use on your phone.



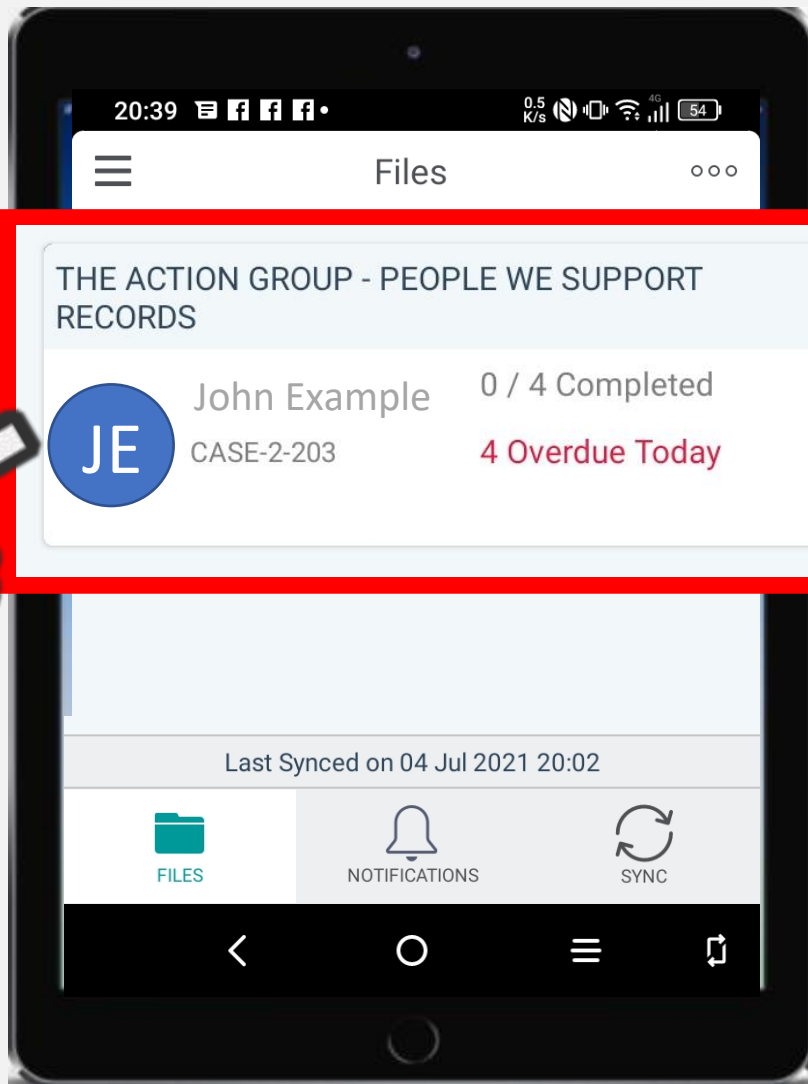
A box with your name and a white file on it should appear. Click the box to add your information to Access.



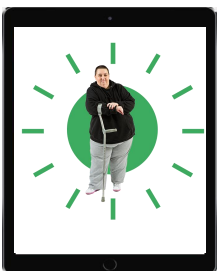
The file may take a moment to add, once the file changes to green with a tick you will know it is ready.

Done

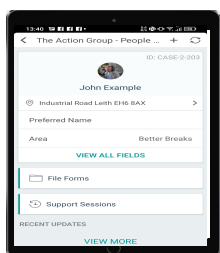
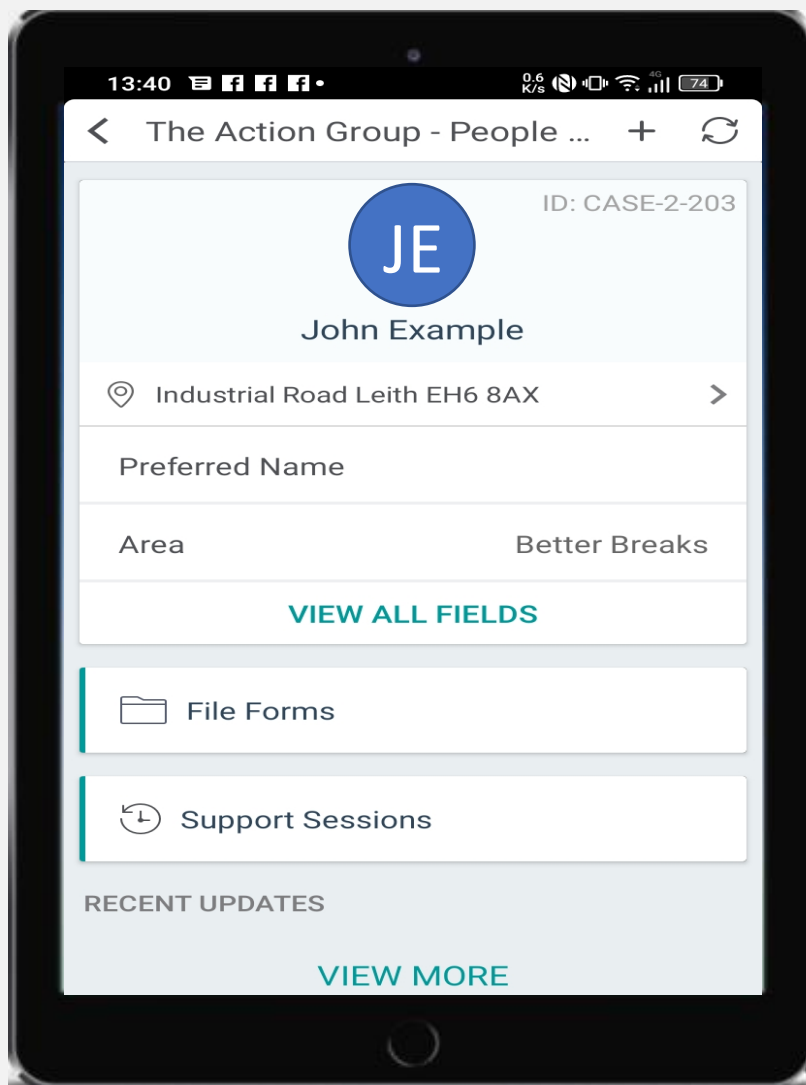
Then click **Done**, which should be in the top right hand corner of your screen.



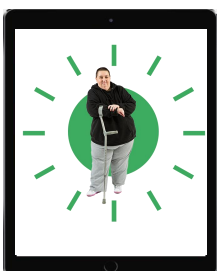
Your home page will now look like this and show your name.



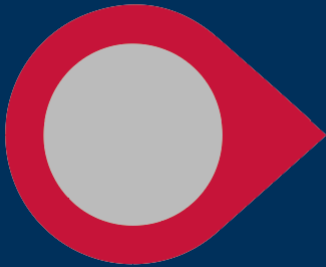
Click on the box with your name on it



The page that opens should look like the one above, with 3 white boxes



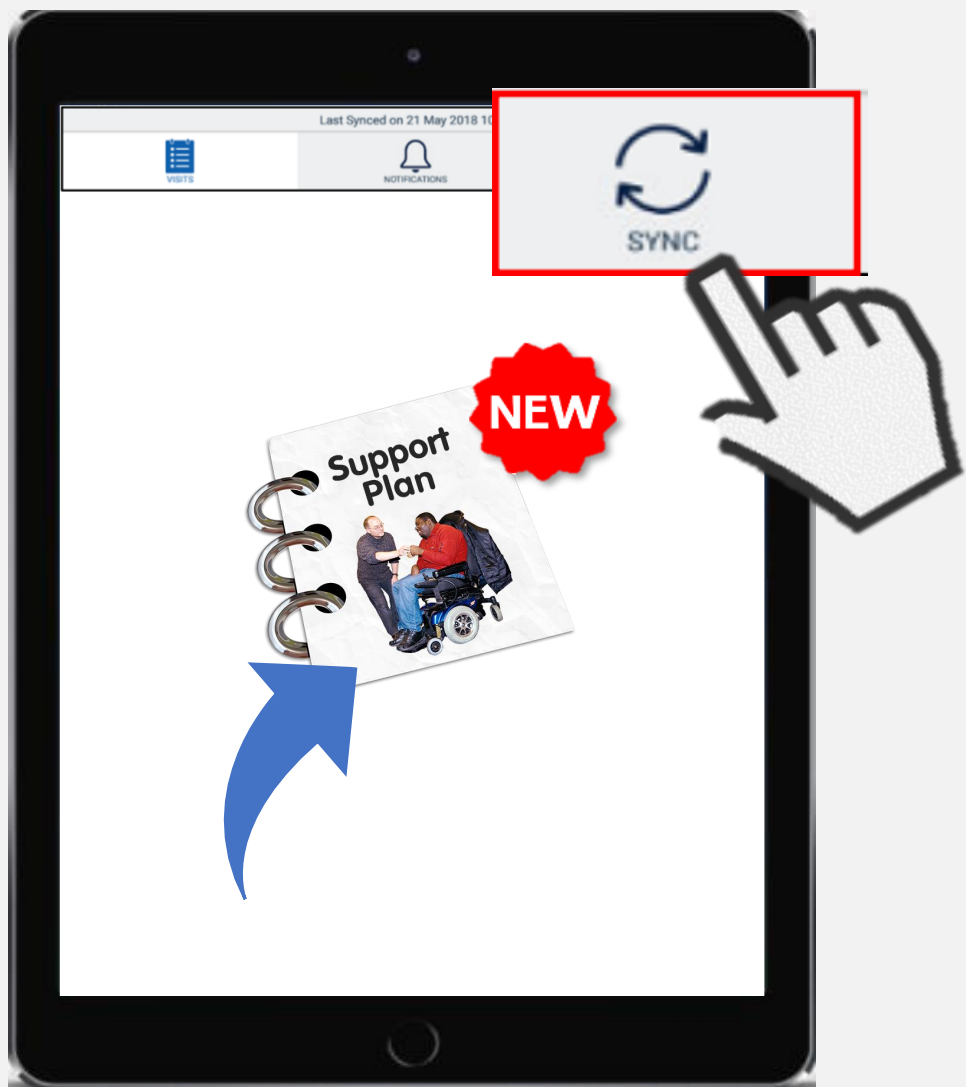
These 3 white boxes hold your support information.



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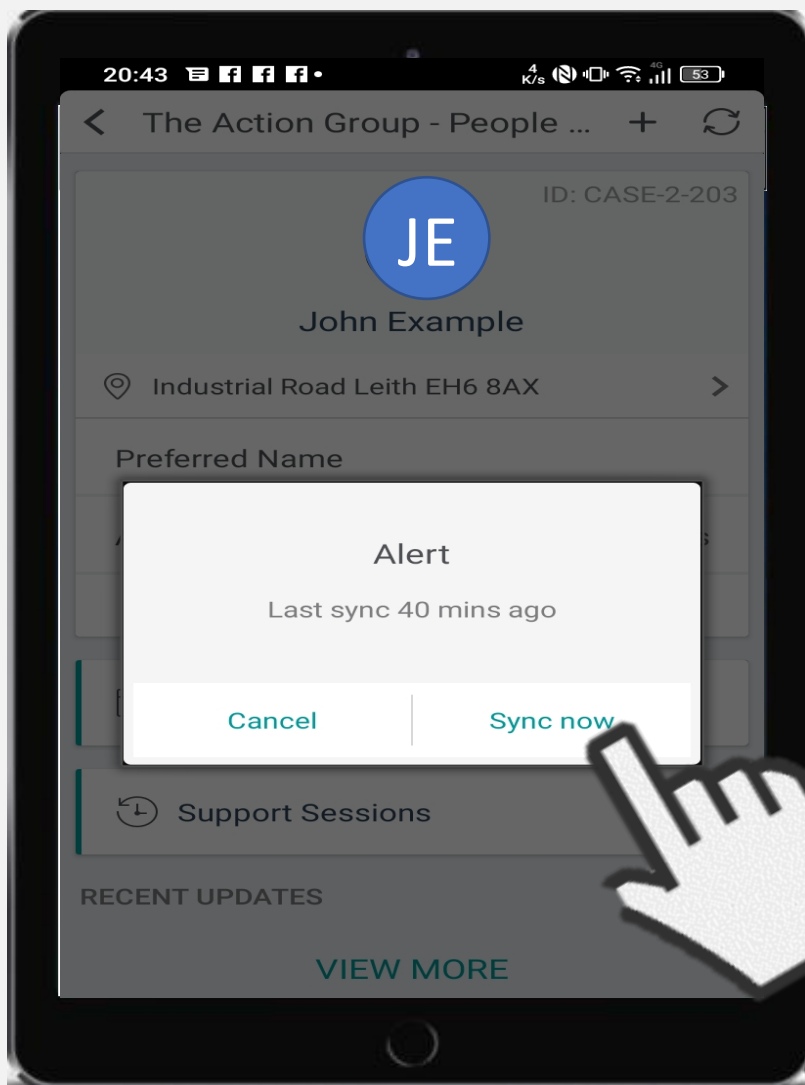




To make sure you have all the latest information press the **SYNC** button. You will find this at the top or bottom of your screen.



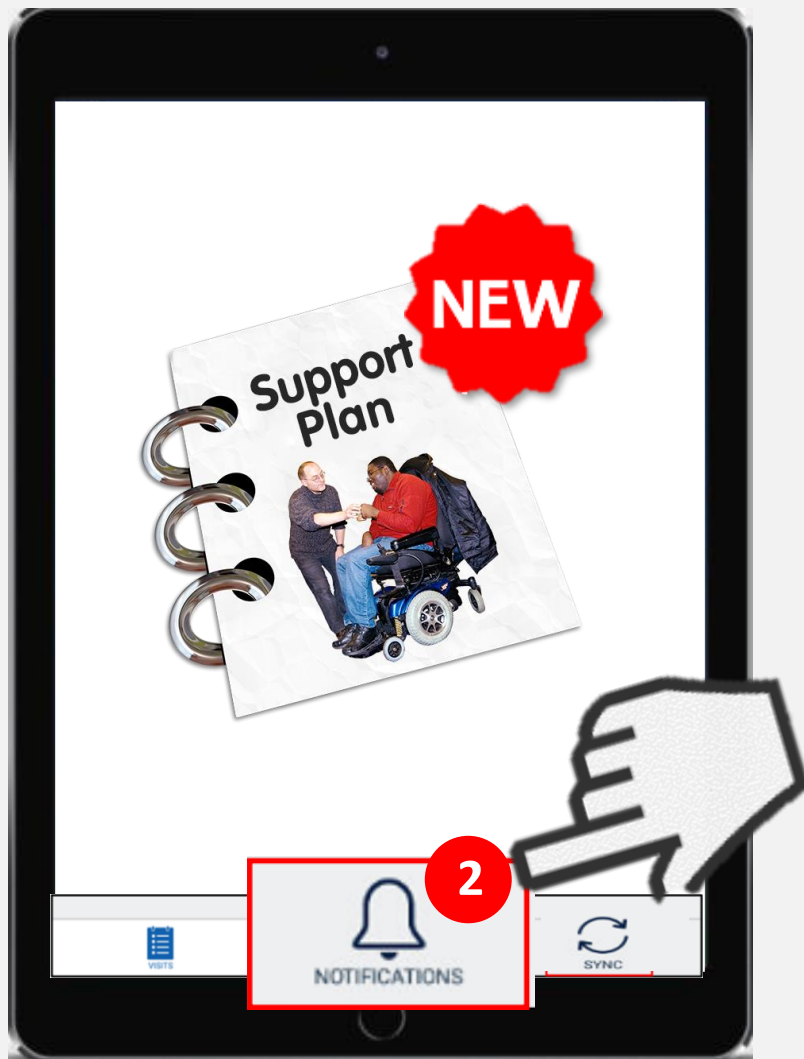
Top Tip – It is a good idea to use the sync button every time you start the app. This will make sure you always have the latest information about you.



When you open the Access app you will be shown this alert to remind you to sync your phone so you get the latest information.



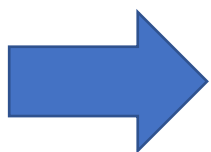
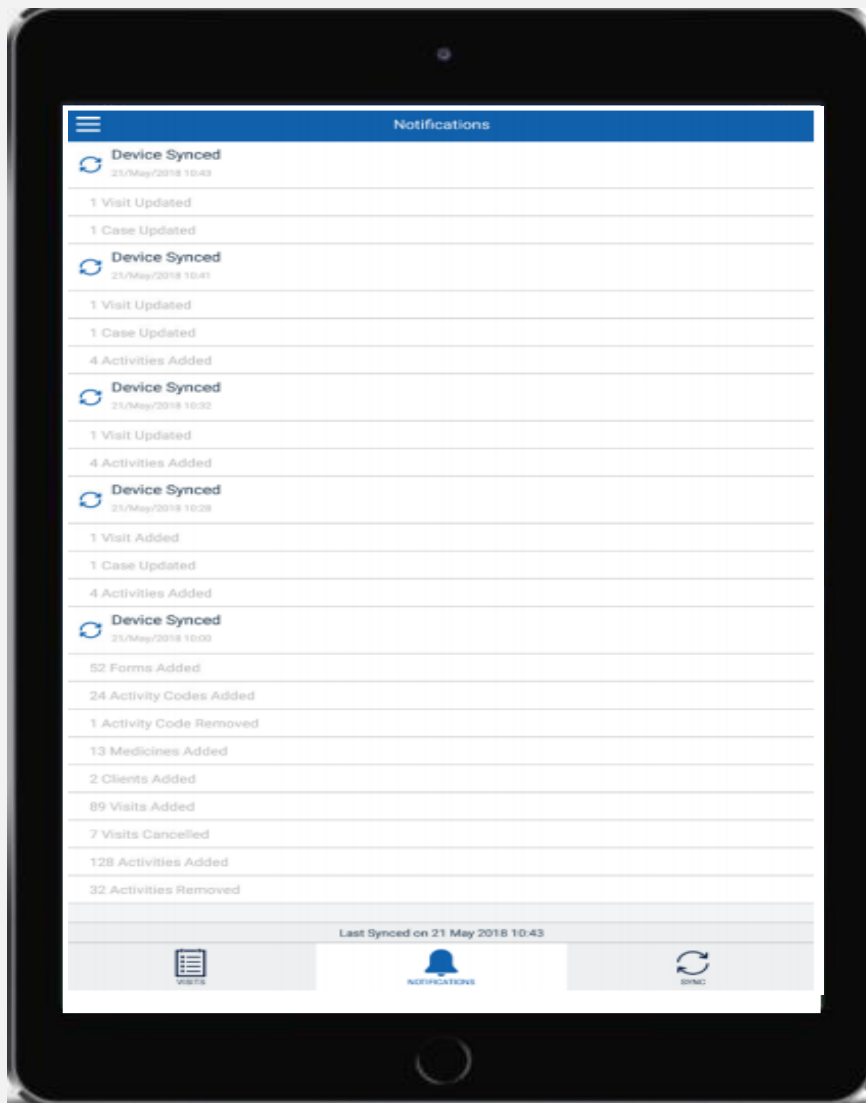
Simple click **Sync now** and it will only take a moment.



When the notification button looks like this you will know new information has been added and how many times.



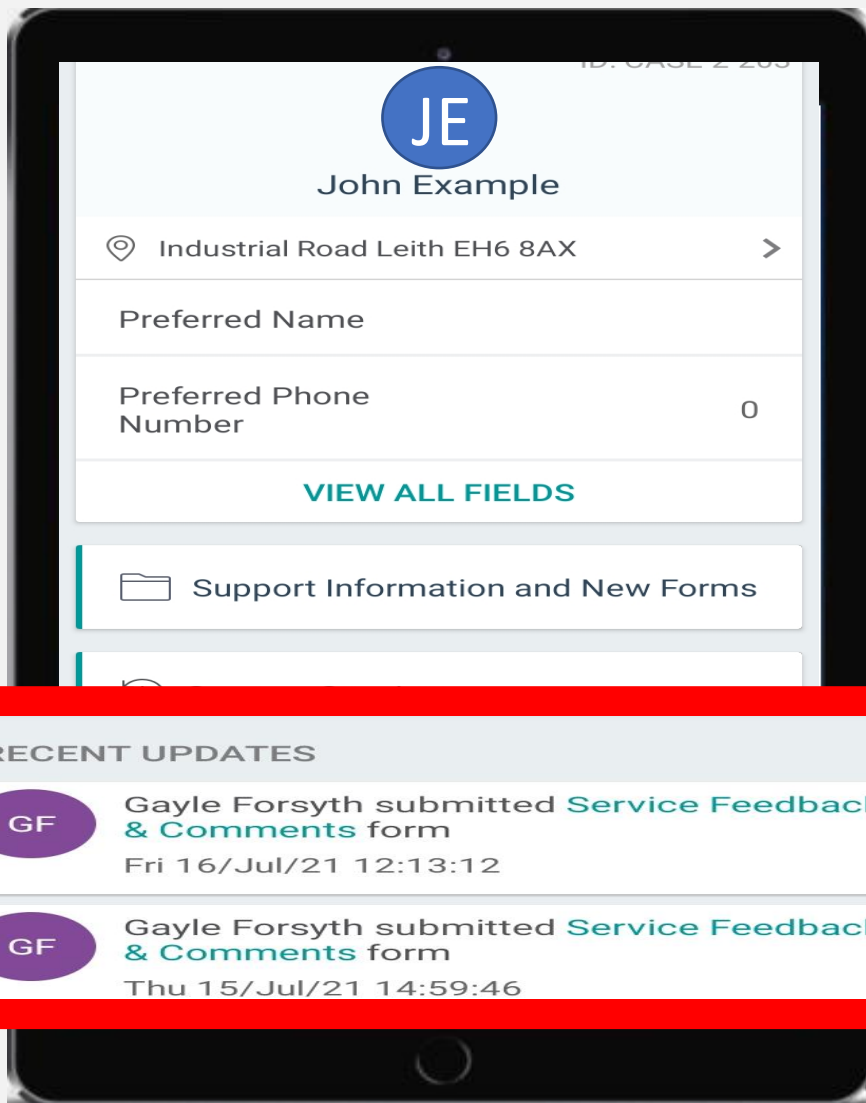
Click the notification button to see a list of all the new information that has been added. For example this could be a daily sheet or medication record.



The list will look like this once open.



To see what has been updated in more detail return to the home page.



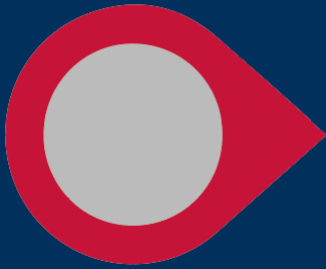
The screen will look like this and the coloured circle will show the initials of the person who added the new information



Click the circle to see more information

View More

Scroll down the screen and click **view more** at the bottom of the screen if you cannot see all the updates



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**You are now ready to move to
booklet 4**

