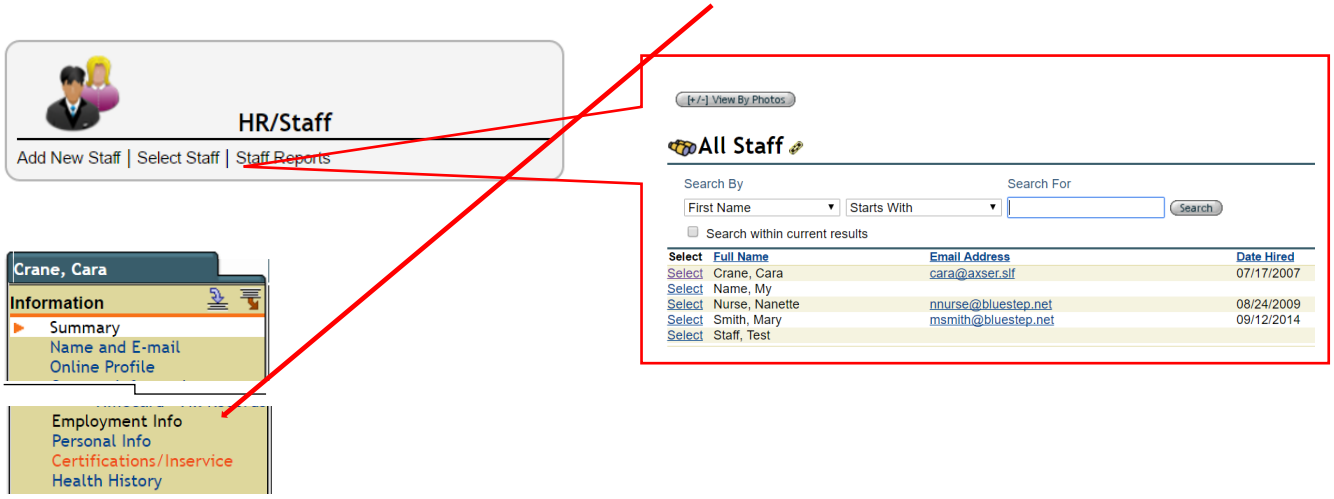
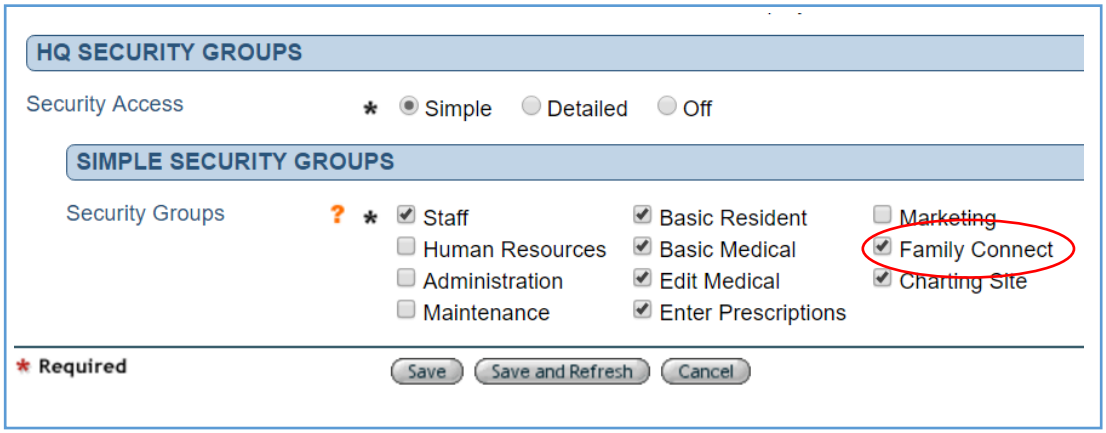
Family Connect System

Set up a staff record to have access to build/customize your Family Connect site.

Step 1. Select a staff record, then navigate to their "Employment Info" form.



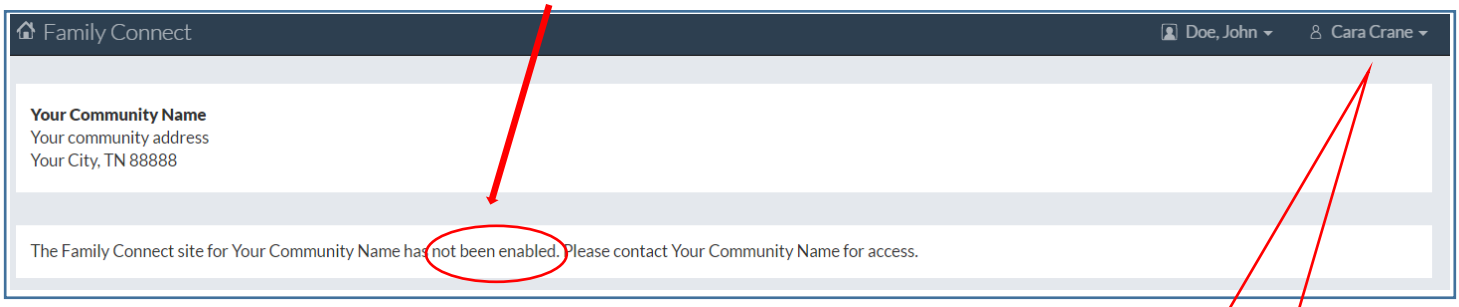
Step 2. Select the "Family Connect" security group and then select the "Save" button.



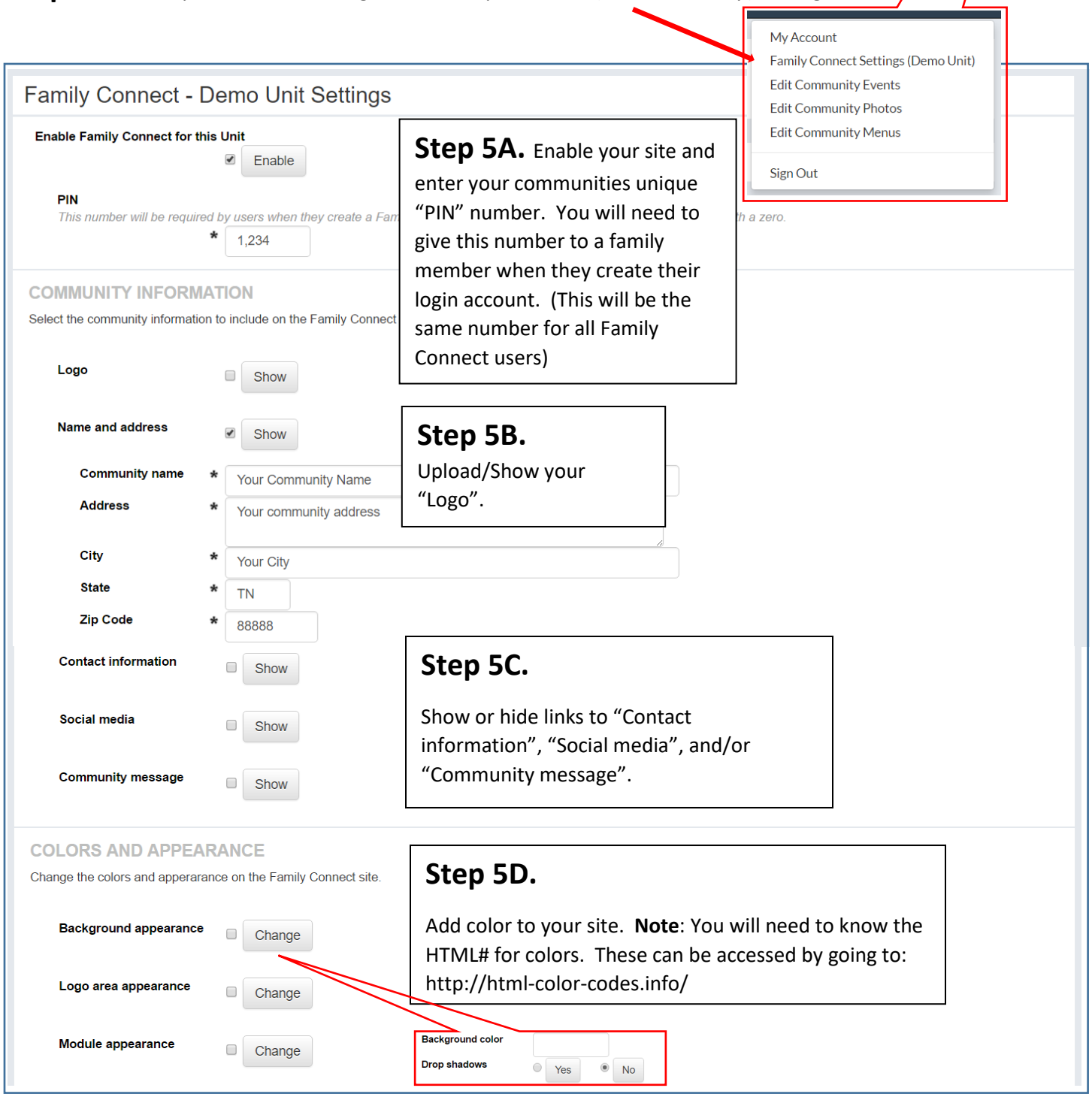
Step 3. Log into your Family Connect site. BlueStep will provide you with your Family Connect website address. It will look like this example: *yourcommunity*family.bluestep.net

After navigating to your new site, you will then select the "Login" link and use the same credentials that you use to login to your other site.

Step 4. You will then be required to enable and setup your new site.



Step 5. Click on your name and navigate to "Family Connect – (*Your community*) Settings".



Step 5A. Enable your site and enter your communities unique "PIN" number. You will need to give this number to a family member when they create their login account. (This will be the same number for all Family Connect users)

Step 5B.
Upload/Show your "Logo".

Step 5C.

Show or hide links to "Contact information", "Social media", and/or "Community message".

Step 5D.

Add color to your site. **Note**: You will need to know the HTML# for colors. These can be accessed by going to: http://html-color-codes.info/

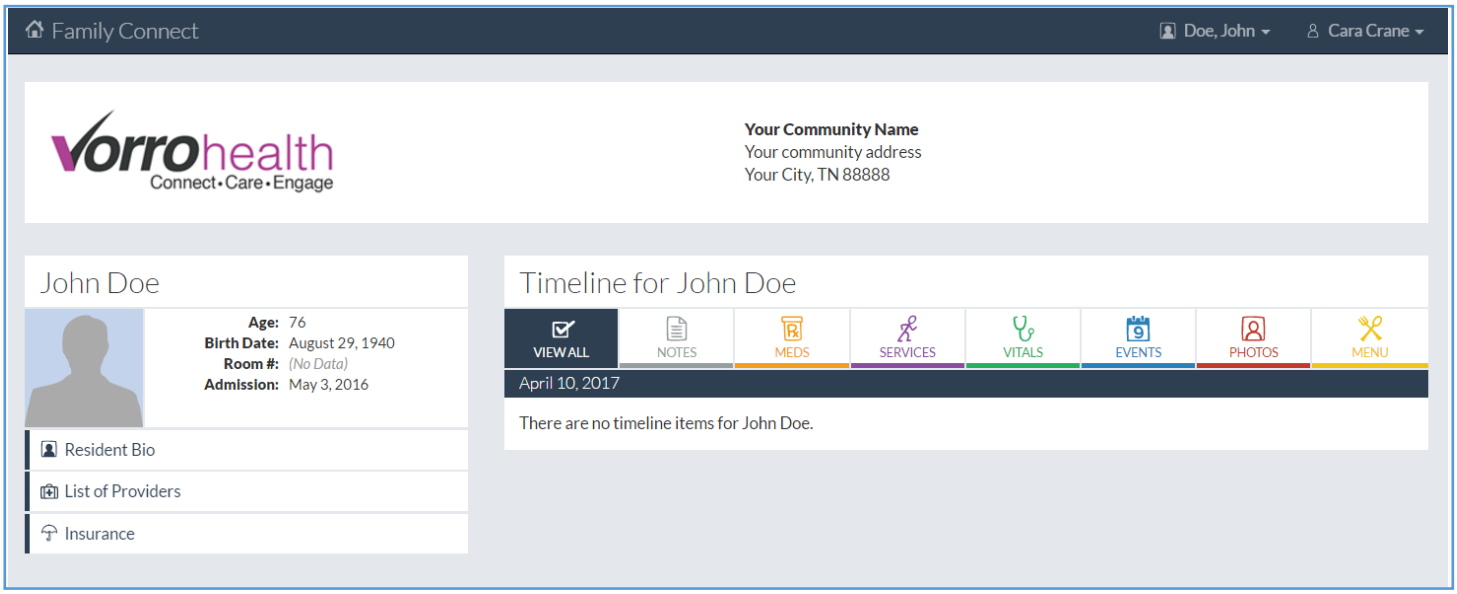
Step 5E.

Determine what you want your resident's family member(s) to be able to see. A check box indicates you are allowing family member(s) to see this information.

Step 5F.

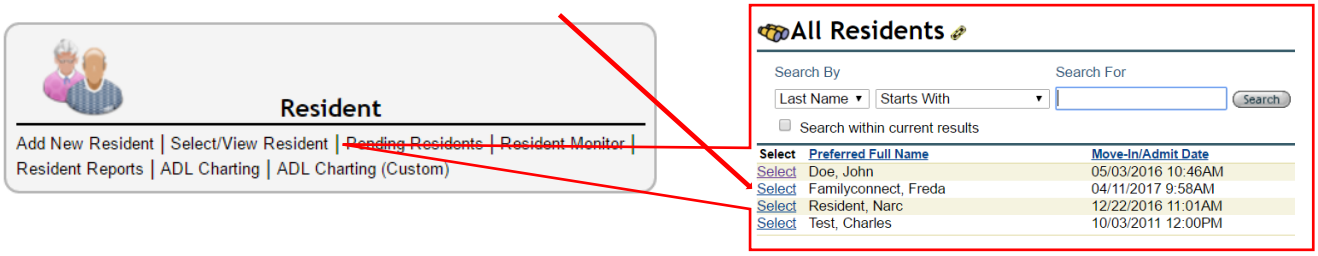
Select the "Save" button.

Step 6. After saving the "Family Connect – (*Your community*) Settings" form, your page will look similar to the picture below (depending on what you selected).

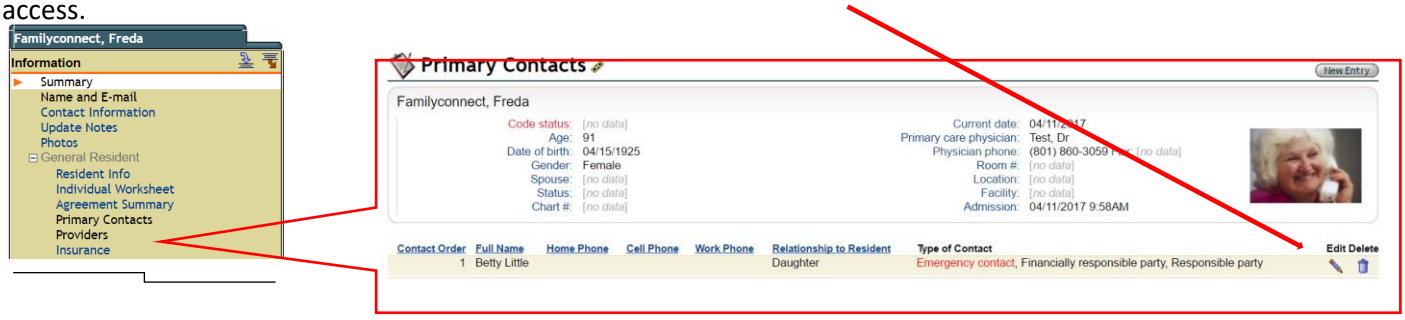


Set up a family member to have access to Family Connect.

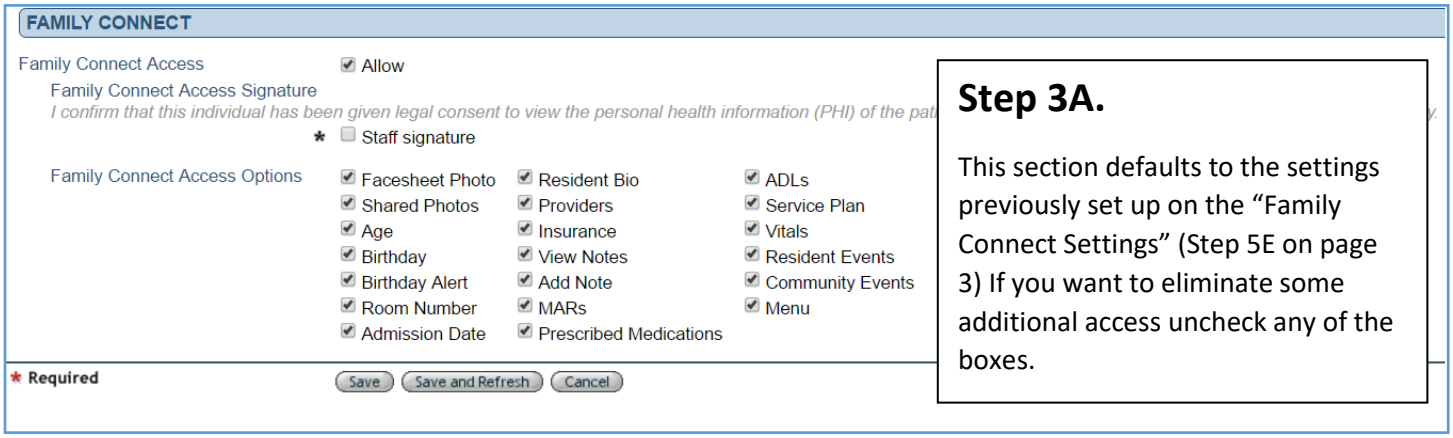
Step 1. Select an active resident that you would like a family member to have access to through Family Connect.



Step 2. Access the "Primary Contacts" form. Then select the "Edit" pencil next to the contact you will be giving access.



Step 3. Navigate to the bottom of the form and select the "Allow" Family Connect Access check box. Select the "Family Connect Access Options" that you want this specific family member to see. Each family member you allow to access Family Connect may have different options selected. For instance, one family member might be able to see the medications while another family member would not.

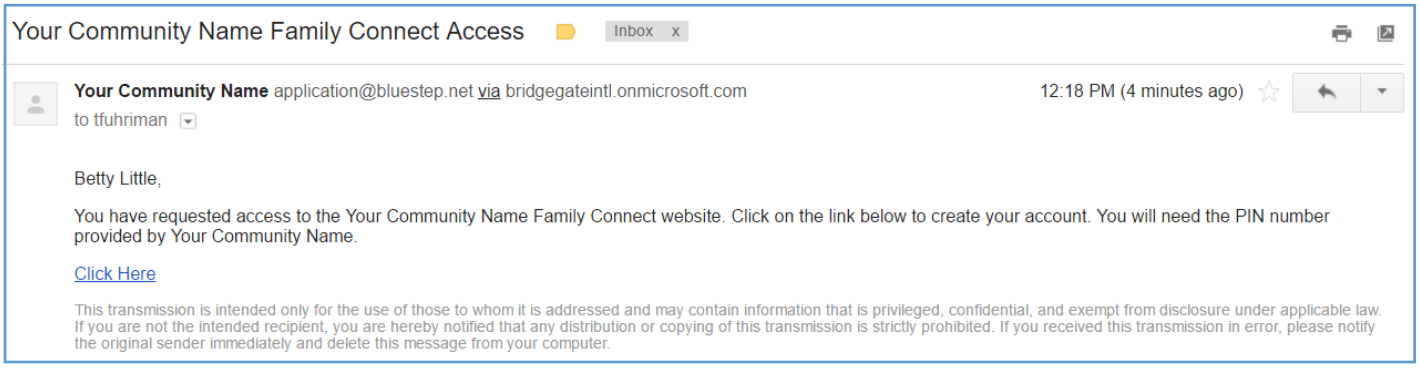


Step 3A.

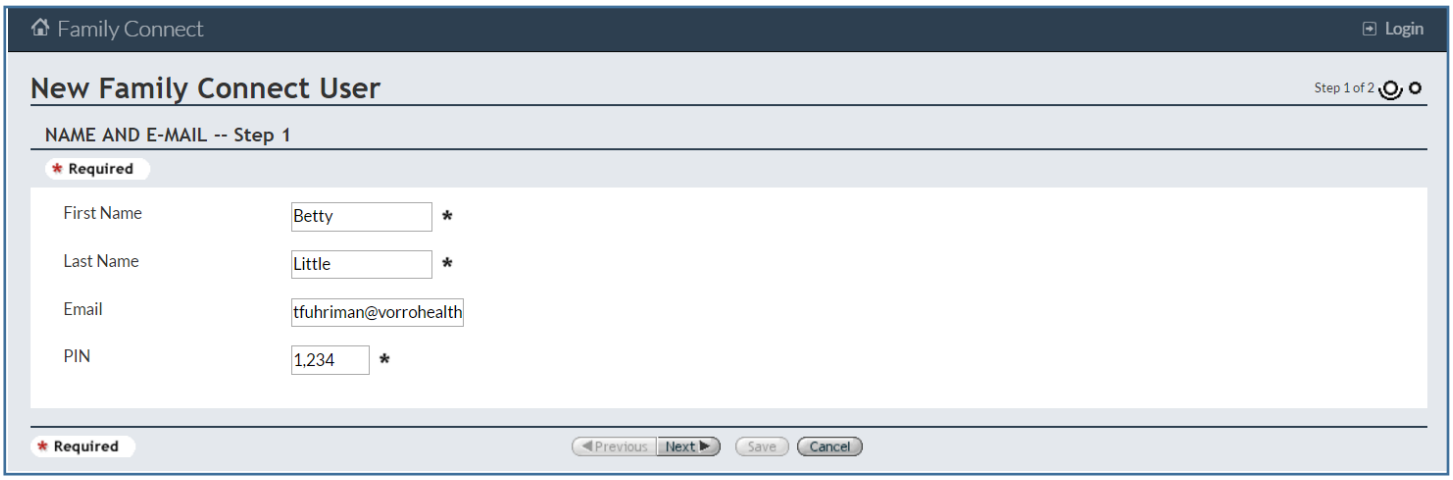
This section defaults to the settings previously set up on the "Family Connect Settings" (Step 5E on page 3) If you want to eliminate some additional access uncheck any of the boxes.

Step 4. Sign the staff signature box and save this form. You will receive a notification warning that an email has been sent to this family member.

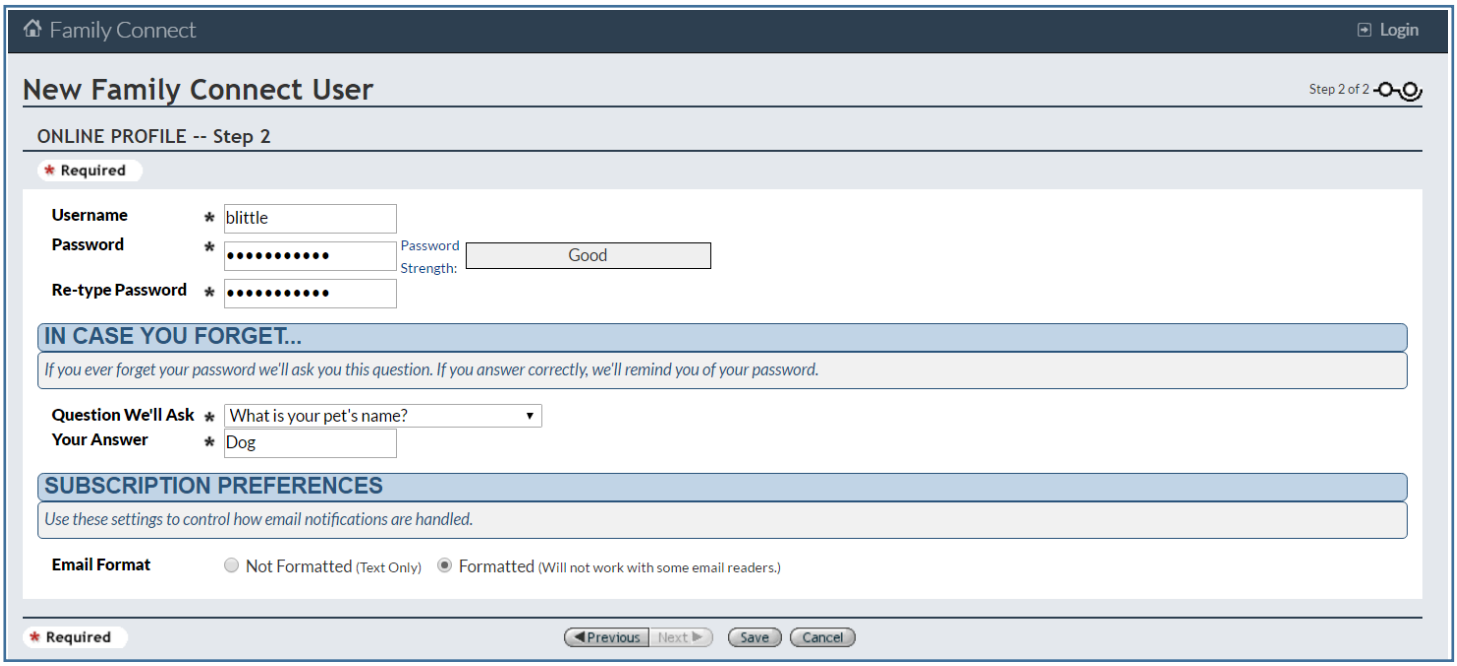
Step 5. Each family member given access will receive the following email:



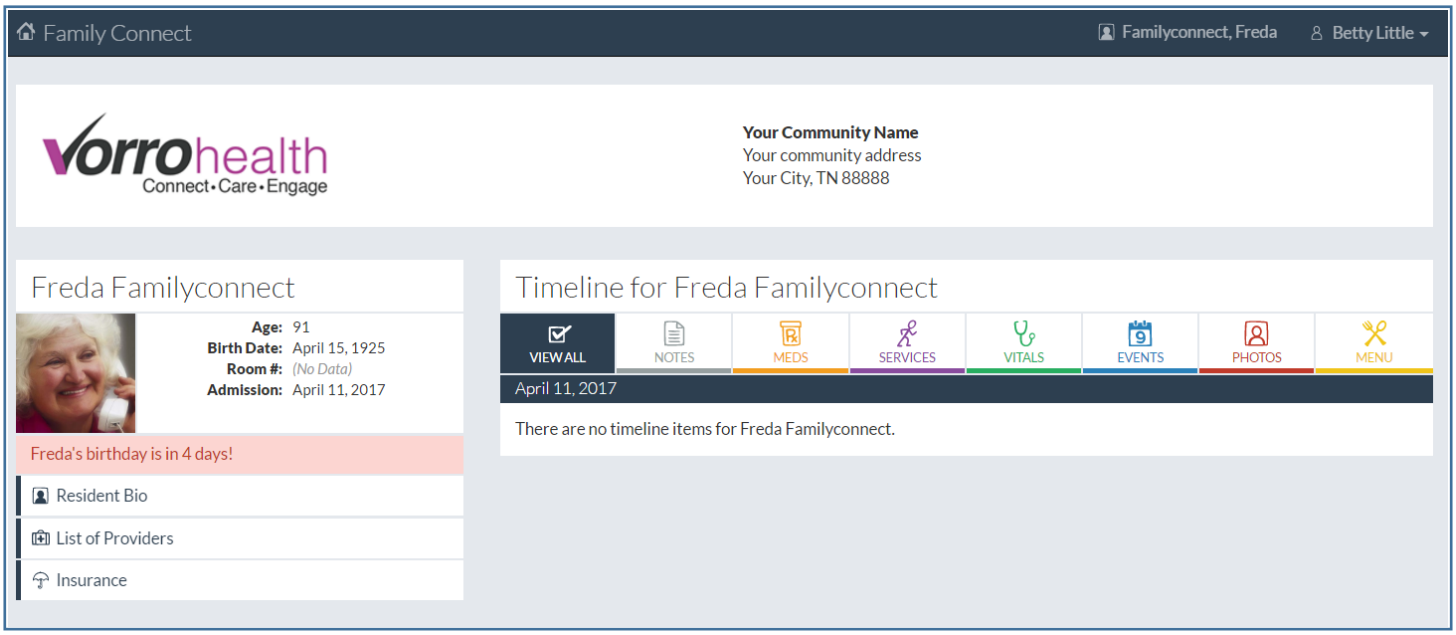
Step 6. When the family member selects the "Click Here" link, they will be asked to verify their information and type in the PIN number provided by the community.



Step 7. The family member will also be required to setup their personal username and password.

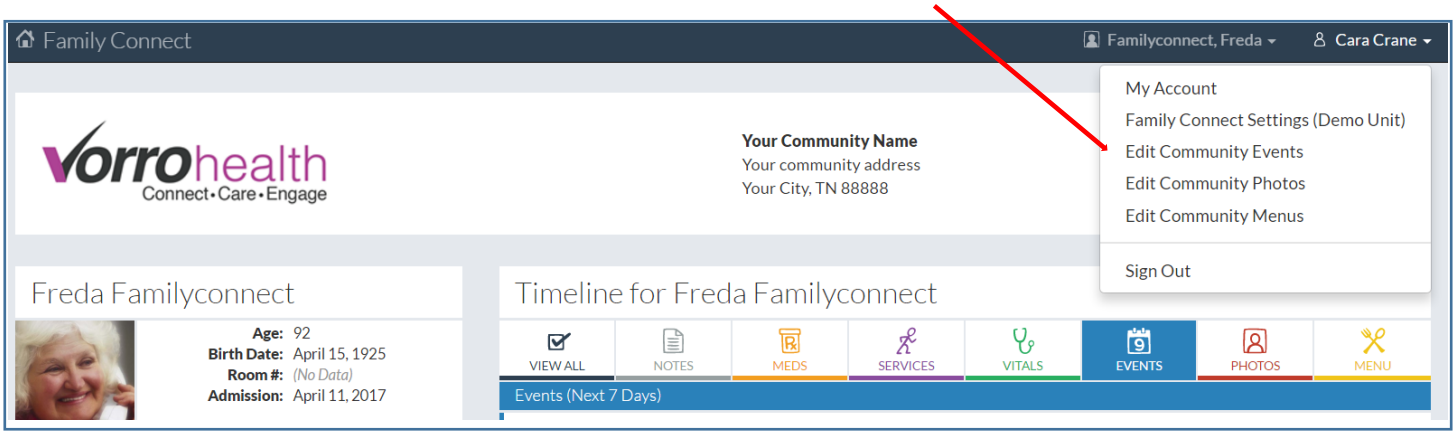


Step 8. Once the family member completes their username/password and saves the form, they should then see their family members connect page as seen below.

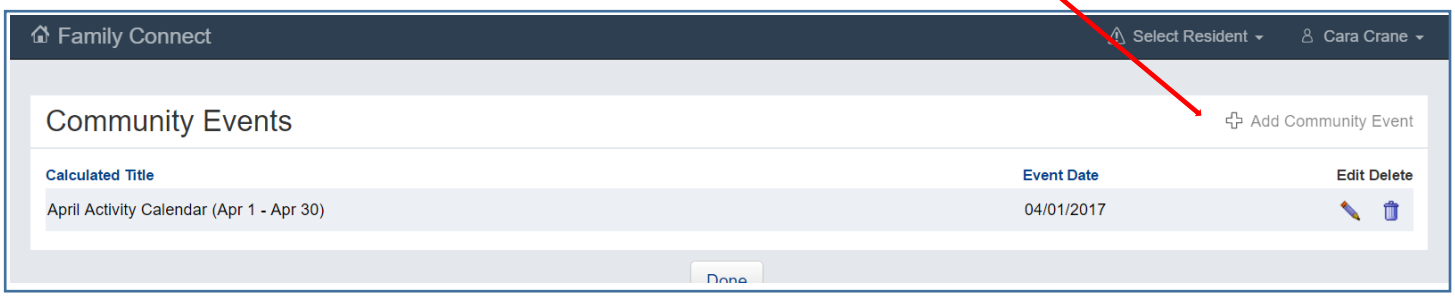


Adding Community Events, Community Photos, Individual Photos & Menus to Family Connect.

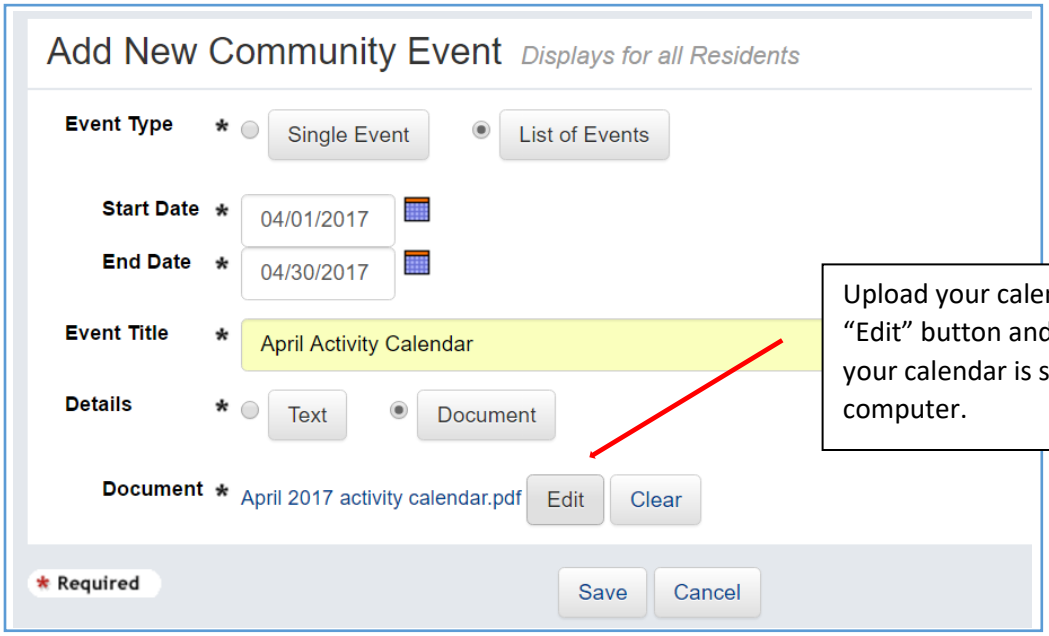
Step 1. Adding Community Events. A staff (Family Connect) user will need to log onto Family Connect. Click on staff name and a dropdown menu will appear. Select the "Edit Community Events".



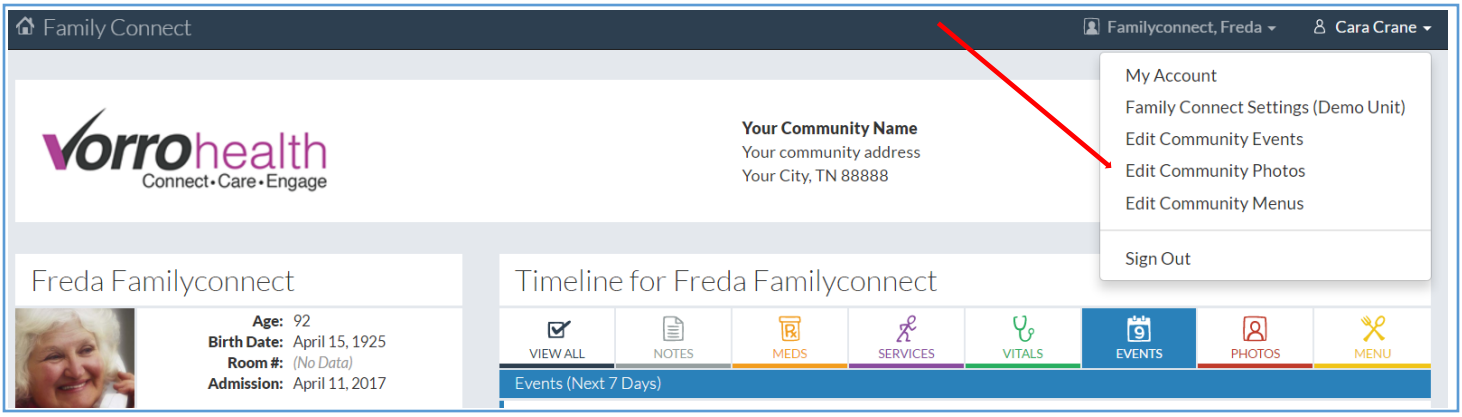
Step 1A. Click the "Add Community Event" link.



Step 1B. To add a calendar document, fill out the "Document" field as seen below.

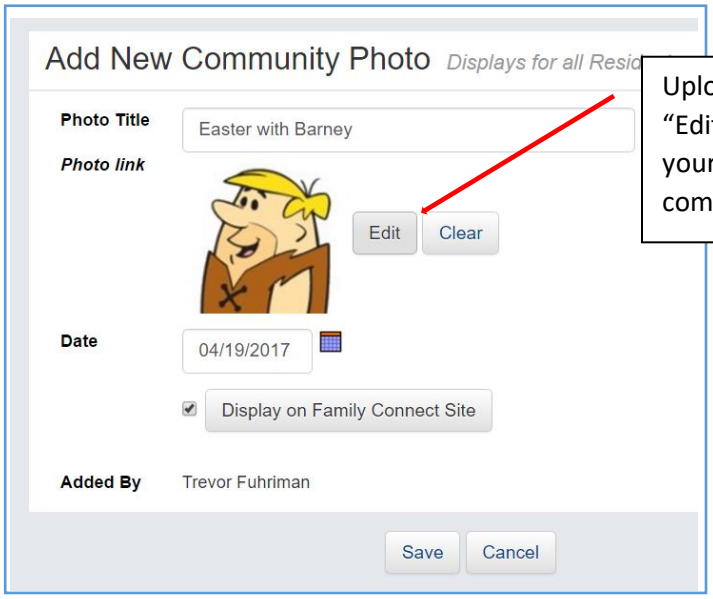


Step 2. Adding Community Photos. A staff (Family Connect) user will need to log onto Family Connect. Click on staff name and a dropdown menu will appear. Select the "Edit Community Photos" link.



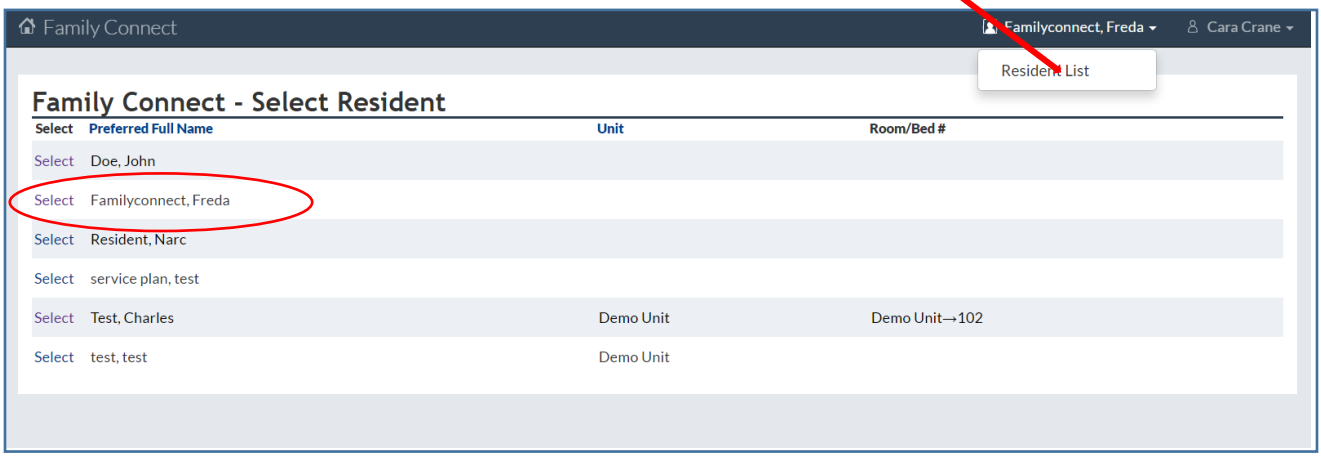
Step 2A. Select the "Add Community Photo" link.

Step 2B. To add a photo, fill out "Photo link" field as seen below.

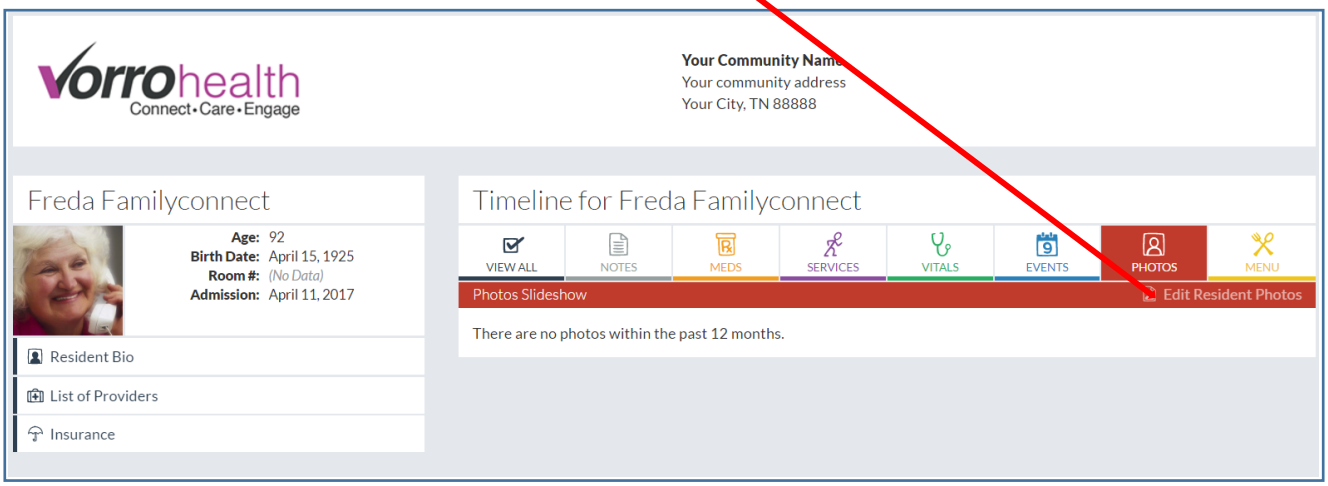


Upload your photo by clicking the "Edit" button and browsing to where your photo is saved on your computer.

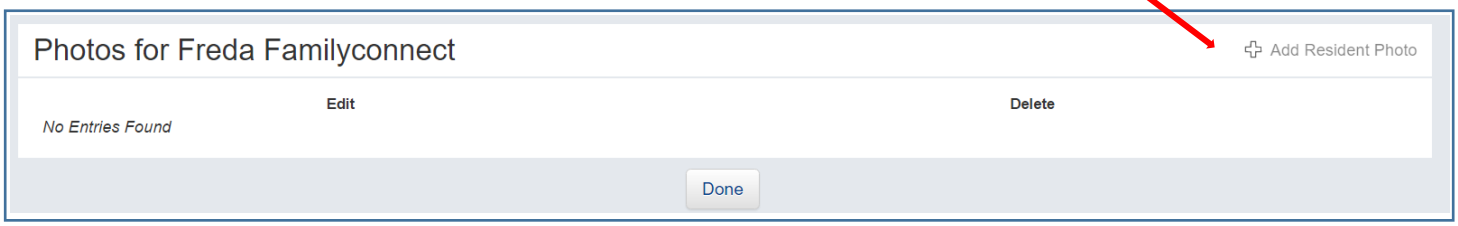
Step 3. Adding an Individual Photo A staff (Family Connect) user will need to log onto Family Connect. Click on staff name and a dropdown menu will appear. Select "Resident List" to get a complete list of active residents, then select the resident you want to add a photo to.



Step 3A. Select the "Edit Resident Photo" link.



Step 3B. Select the “Add Resident Photo” link.



Step 3C. To add a photo, fill out “Photo link” field as seen below.

Upload your photo by clicking the “Edit” button and browsing to where your photo is saved on your computer.

Please contact Client Care for any questions:

801-336-3043

clientcare@vorrohealth.com