# Your Guide to Life365's Online Portal



#### CARE COORDINATOR: UNDERSTANDING PORTAL BASICS

LIFE365, INC 2020© CPUG-UPB

#### **Coordinator Portal Core Functions**

- 1 Review Member Populations Health Data
- 2 Establish Vital Thresholds for Members
- 3 Review Notifications for Breached Threshold Parameters
- 4 Assign, Remove, & Reassign Smart Devices
- 5 Graphing & Trending Functions
- 6 Create Reminders for Members
- 7 Review Survey Responses

# Contents

Login	1
Member List Dashboard	2
Support Material Access and Account Actions	3
Change Portal Language	3
Change Account Password	3
Logout	3
Forgot Password	4



Life365	🗮 English 👻
	Coordinator Portal
Email	
Password	Forgot your password?
A	Remember me Sign In

Sign into the Coordinator Portal with a valid email & password.

Select Sign In (A).

https://OrgName.ent.mprd.life365inc.com/en/user/login

LIFE365, INC 2020© CPUG-UPB

support@life365inc.com |

## Member List Dashboard



Monitor your Member population within the Member List Dashboard (A).

View your Member population by Member (Name or Smart Device IMEI) (B), and Latest Measurement (Most Recent Vitals) (C).

# Support Material Access and Account Actions

4 —	(	Support	English	n <del>-</del> Coor	dinator 👻	
		Search Use	rs	Go	Clear	
					Apps	

Access Support Materials such as Bluetooth Device Pairing Quick Tip Guides, & Portal Training Materials, by selecting the Support Tab located in the top right of your screen (A).



Change your account Language by Selecting the Language option (B).

Change your account Password by Selecting the option Change Password **(C)**.

Logout from your account by Selecting the option Logout (D).

## Forgot Password

Life365	🗮 English 🚽
Coordina	tor Portal
Email	
Password A Forgot your password	
Remember me	
Sign In	

On the Coordinator Portal Login page, Select the Forgot your Password? (A) link.

Enter the email address associated with your Coordinator Portal Account.

Allow a few moments to receive the password reset email. Follow the password reset email instructions to create a new password.

If you do not receive this email, *contact your Administration* for assistance.