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Welcome to My Erickson

My Erickson is an App created just for You! You can now directly connect your community's information and programs. My Erickson can be accessed via:

- Desktop and Laptop
- Microsoft Surface
- Tablets and iPads
- Smartphones

Compatibility

The web browser version of Touchtown My Erickson Apps can be accessed at MyErickson.Erickson.com and is compatible with the following internet browsers:

- Google Chrome version 42+
- Microsoft Edge all versions
- Apple Safari 8.0.3+
- Mozilla Firefox Version 37+

Due to Microsoft's plan to end support for Internet Explorer 11 across its Microsoft 365 apps and services, Touchtown, the My Erickson vendor, is also retiring Internet Explorer 11. Therefore, it is suggested to stop using Internet Explorer and start using Microsoft Edge or other browsers instead.

Mobile Devices

For Apple and Android, My Erickson is compatible, meaning the ability of one device or program to work with another device or program, with up to 2 versions **behind**.

Most current versions:

- Android versions 11, 10, 9
- Apple iOS versions 12.5 and later

To Access Wi-Fi

If your community has a Wi-Fi or wireless internet connection available, you are able to link your device to this.

- 1. Touch the device **Settings** icon.
- 2. Touch the Wi-Fi option.
- 3. Locate your community's Wi-Fi network 'Guest' Network and touch it.
- 4. If you are asked to enter a password, please ask a staff member for the code and enter it using the keyboard.
- 5. Touch the Connect button.
- 6. You must be connected to Wi-Fi to access the App

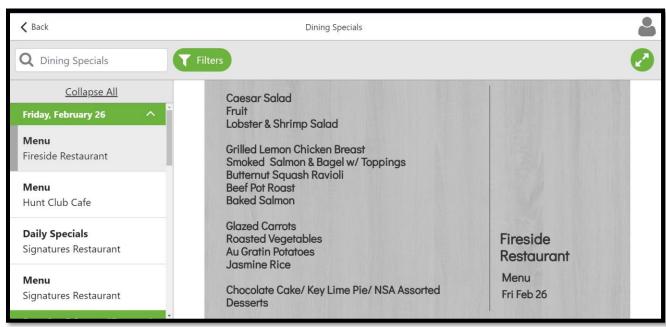


Mobile View vs. Desktop View

As My Erickson can be accessed in both Mobile devices and computer, the layout and design between devices is seen differently from the full site. **The mobile view** is designed for mobile devices such as iPads, iPhone, and Android devices. Mobile view can also be accessed via **My Erickson App. Desktop view** is designed for laptops and desktop computers. They are often compared with responsive sites, which typically contain the same content and functionality for mobile and desktop, but rearrange these features on mobile.

Desktop view:

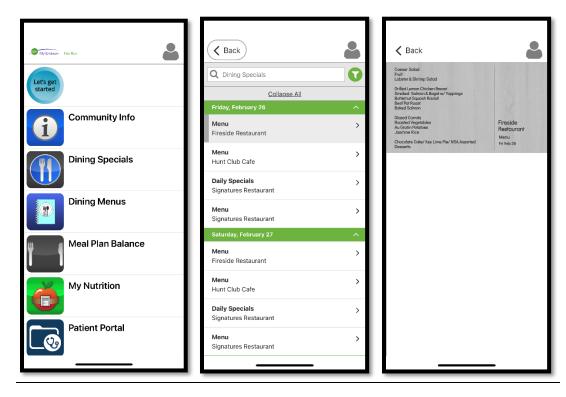






Mobile view:

My Erickson Resident User Guide



Resident view vs. Guest View

Resident view allows you to see all the announcements, activities, and services that is available in your community. **Guest view** allows you to only see general information about the community's services and announcements. The main difference between the two is that to access resident view, you have to have a My Erickson Resident account, whereas Guest view does not require an account and can be accessed by choosing '**Sign in as Guest**' in the My Erickson Login page then selecting **your community**.

Guest view:





Resident view:

My Erickson Resident User Guide



Mv Erickson Terms

For the purpose of this guide, we are using a laptop in Goggle Chrome and a Samsung Tablet. While the general terms are used throughout this guide, you may see something different. Please contact your resident peer trainer with specific questions.

Definitions

- Touch or Tap The act of placing a finger on a specific part of the tablet screen.
- Swipe The act of placing a finger on the tablet screen and sliding the finger across the screen. This is usually done in an up-down or side-side motion.
- Icon The place on the app where content can be found
- Click using the mouse on your desktop or laptop pushing the button
- Computer Laptop or Desktop
- Scroll Using your mouse or laptop track pad, move your cursor to the scroll bar.
 Then click and hold your mouse; you can now move the scroll bar up and down.
 Release the mouse button once you reach the place on your screen you would like to go.
- Copy The act of duplicating text, images, or files, producing two or more of the same file or segments of data. To copy, highlight the text, right click on the text, and select copy.
- Paste The act of inserting data from the clipboard into an application. It is most commonly used to copy text from one area to another. To paste, you copy the text and then right click on the app or site and select paste.



How to log in

My Erickson can be accessed via browser or mobile device app.

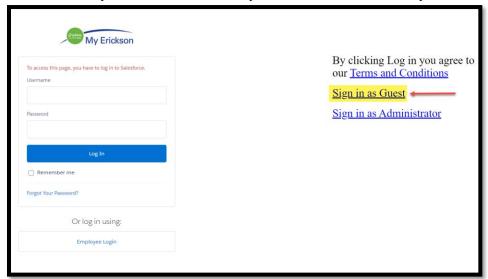
Browser Access

To access My Erickson by browser, follow the steps below.

- 1. Open an Internet browser (Google Chrome, Safari, or Mozilla Firefox)
- 2. Enter the following website into the address bar: MyErickson.Erickson.com



- a. For easy navigation, save this page as a favorite within your browser.
 - i. Chrome users: Click on the **star** to the right of the website URL.
 - ii. Safari users: Click on the plus (+) to the left of the website URL.
- 3. Enter your username and password then Click 'Log in' to access the site.
 - a. You can also log in as guest by clicking or tapping on 'Sign in as guest' then choose 'Open link in new tab'. On the Guest login page, select your community. This will then take you to Guest View of My Erickson.



- 4. Enter Verification code
 - a. A verification email will be sent to the email used to create the account. **Copy and paste** the Verification code box and select **Verify**.



Mobile Access

To access My Erickson on your mobile device (iPad, iPhone, or Android devices) follow the steps below.

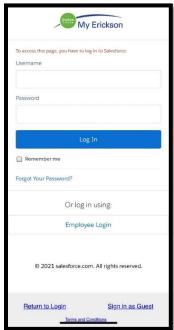
1. Open the My Erickson app



 a. If you do not have the app downloaded in your device, you can find it in either app store for Apple devices, or Google Play store for Android devices



- 2. Enter your **username** and **password** then touch **Log in**.
 - a. You can also log in as guest by tapping 'Sign in as guest' at the bottom right of the screen. Then select your community.

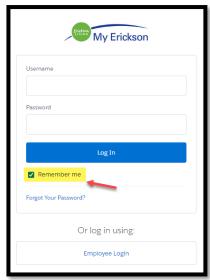




Remember me

The **Remember me** feature allows users to store their login information on their local computer or mobile device, allowing them to skip the login process when coming back again to the Website. During subsequent Website visits the login credentials will be retrieved, decrypted and automatically used to initiate a new login session.

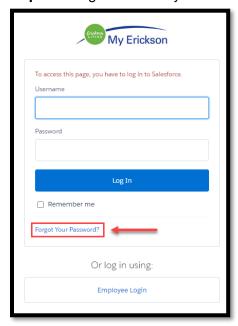
To use this feature, check the 'Remember me' box on the login page before signing in.



Please note that this feature can only store one account per device.

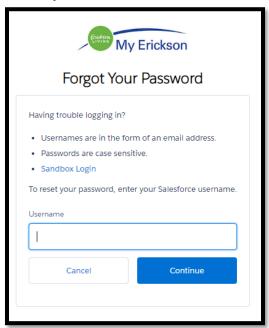
Reset Password

Step 1: Navigate to the My Erickson Login Page and click on Forgot your Password?





Step 2: Enter the **email address** that you used to create your account and click **Continue** – a **reset password** email will then be sent.



Step 3: Follow the instructions of the reset password email that was sent.

How to Print

To print documents from My Erickson:

- 1. Open a document to print
- 2. Click or touch **download** icon

 at the upper right of the screen − a new window will open.



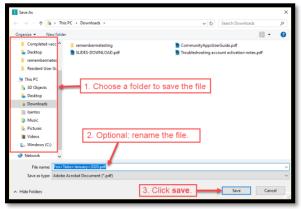
3. On the new window, click or touch **Print icon** on the upper right corner.





a. To download the document, click the **download** icon then select a **location/folder** to save the file and click **save**.





Calendar Function

Since activities are subject to change, the **calendar function** allows you to select activities that are available to your community to add to your computer or mobile device's personal calendar.

To enable this feature:

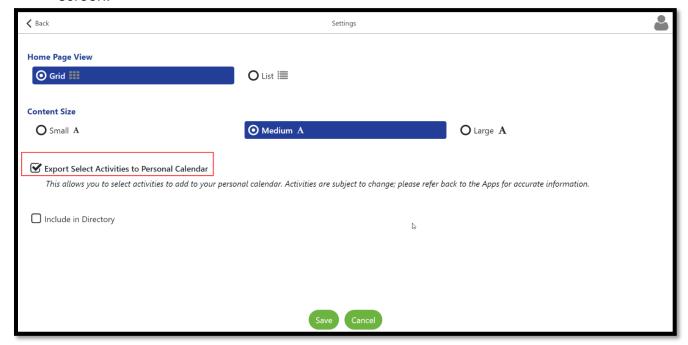
- 1. On My Erickson home page, click on the **gray profile icon** ...
- 2. Click or touch Settings



- 3. Click or touch on the checkbox that says **Export Select Activities to Personal Calendar.** Ensure that the box is checked.
- 4. Click or tap **Save**.
- 5. To go back to My Erickson Home page, select 'Back' on the top left corner of the



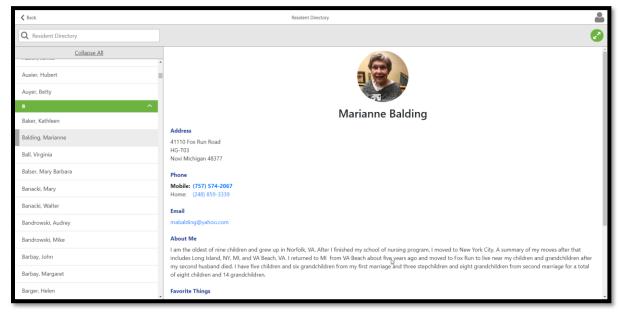
screen.



Setting up My Profile

The My Profile icon allows you to add and edit profile as it appears in the resident directory as seen below. Information can include:

- Preferred name
- Preferred email and phone number
- About me tell us about you
- Profile photo Pictures can be added via computers and mobile devices. When finished click or touch the save button





To set up or edit profile the resident, follow the steps below.

- 1. Click the **gray icon** on the top right of the My Erickson home page
- 2. Select My Profile



- 3. Enter your profile information.
 - a. To add profile photo, click or tap on the green camera icon, select a photo, then click **save**.



- 4. Once you finished entering your profile information, click **Save**.
- 5. To go back to Home page, select 'Back' located on the upper left corner of the screen.

When residents include their phone numbers or email addresses in their profiles, use the tap to call, text or email features on your mobile device to save time by automatically dialing or opening an email.

If you wish to be excluded from your community's Resident Directory:

- 1. Click the **gray icon** on the top right of the My Erickson home page and select **Settings**.
- 2. Uncheck the **Include in Directory** box to opt-out of the directory.
- 3. Click Save.





How to log out

Remember to logout before signing to another user. To log out of My Erickson, follow the steps below:

- 1. On My Erickson home page, click on the **gray profile icon** ...
- Click on Logout.



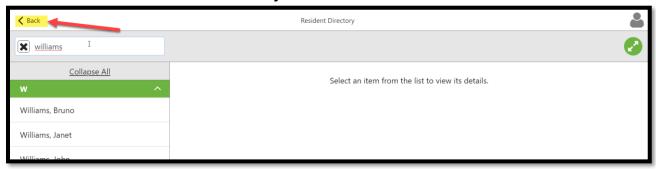
Navigation Tips and Tricks

Basic App Navigation

MOST of the included icons operate in the same way.

- Once an icon is open to return to the home screen Touch the 'home' button or click the 'back' arrow
- The 'Home' button or 'Back' arrow is always on the upper left corner

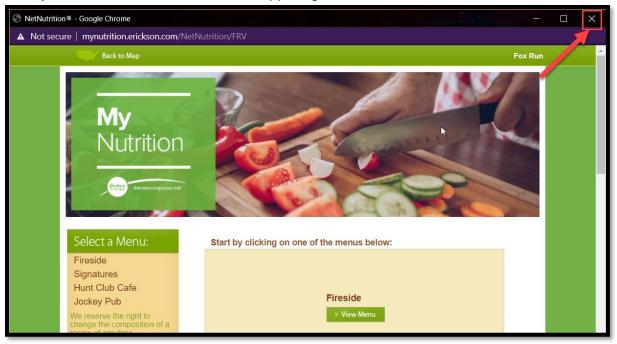




- A scrollable list is displayed on the left. Swipe or scroll to see additional items in the icon
- To view details on an item, touch or click the item. The item will highlight and display the detailed information on the right-hand side.

Return to My Erickson Home Page from a Link

Some of the icons will have links to external websites. The My Nutrition, Patient Portal and Bill Pay are all links to external sites. Some items in the Local Directory icon and Community Videos icon will also be directed to websites. To get back to the My Erickson Home Page from those you will click or touch the **X** in the upper right hand corner.



Search

Within each icon there is a **Search** feature. This allows you to narrow down the scope of your search. For example, activities can be searched by event name or location. In the resident directory, you can search by building or name.





How can I increase the icon size and content?

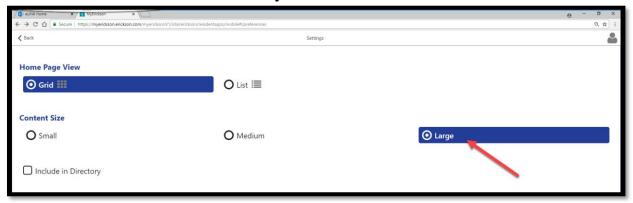
- While logged into the app;
 - Click or touch on your profile (person in the right hand corner)
 - Click or touch on settings
 - o When the new screen opens click or touch medium or larger
 - o Click 'back' or 'home' to return to the home page

How can I get a different view, more friendly to phones?

- While logged into the app
 - Click or touch on your profile (person in the right hand corner)
 - Click or touch on settings





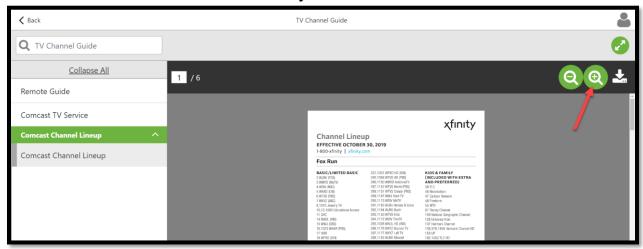




How can I increase the font on a single piece of information?

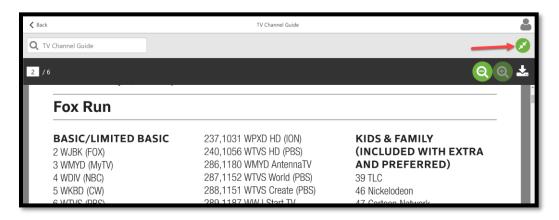
- This is only possible on items that you see a magnifying glass
- Click or touch on the + magnifying glass until desired size
- Click 'back' or touch 'home' to return to home page.







You can also view the content in a **full screen mode**, to switch to full screen mode, click on the full screen mode icon to switch back to normal view, click on the icon again.





My Erickson Home Page

The screen that appears when you first open My Erickson is the My Erickson Home page. To return to this page from any icon

- On a tablet or iPad you touch the Home button located in the upper left-hand corner of the screen.
- For a computer, you click the Back arrow located in the upper left-hand corner of the screen



Icons 101

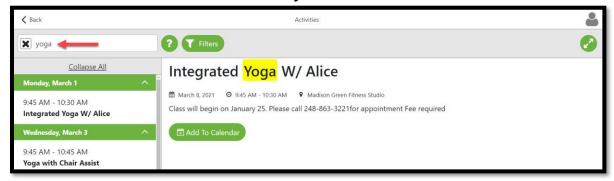
Activities Icon

The Activities icon lets you view details on all activities listed for today, as well as future dates. It is a great way to stay connected and ensure that you don't miss out of the fun!



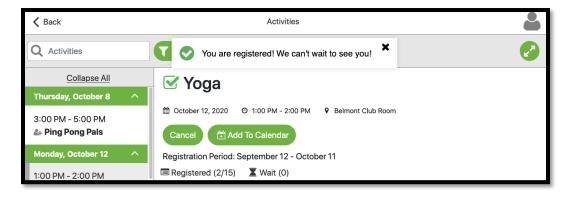
If you want to see additional activity details, scroll through the **Activity list**. When you find the activity that you want, click or touch for more details. Details will pop up on your screen. You can also use the **search** at the top to type an activity name, date or location. If you want to set a reminder for a particular event you want to attend, click or touch **Add to Calendar**.





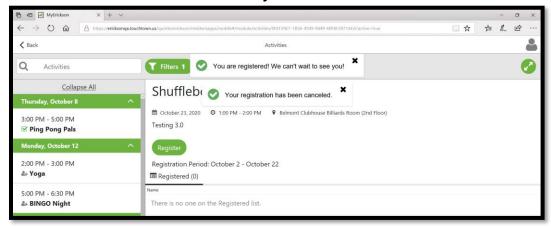
Activity Management: Allow residents to easily sign up for activities, and provide staff control and insights. Attributes include RSVP capability, waitlists, special requests and reminders.

To **register for activities**, select activities you are interested in registering to that have a gray person with a plus sign icon to the left of the activity name require sign up and click or touch **Register**. To **cancel registration**, select an activity to cancel and click or touch **Cancel** then select **Cancellation reason** and **submit** cancellation.









Clubs Icon



The Clubs icon allows residents to easily find all the available happenings, events, and activities at your community.

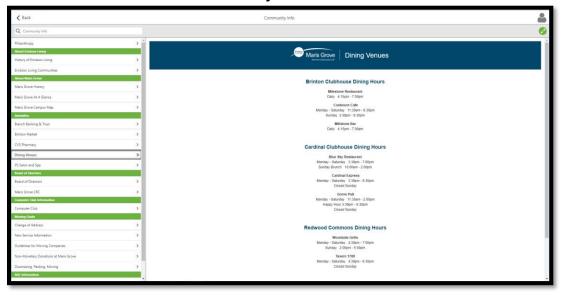
Community Info Icon



This icon provides information about your community. Use this icon to learn more about the different areas and offerings at your community. Such as Amenities, Campus Map and Announcements. Scroll or swipe to see the full list of community information. Once found, click or touch to see all the content. If you are looking for something in particular, please use the search feature.







Community Videos Icon



The Community Videos icon will show videos from meetings and events about the community. Scroll or swipe to see what events are available for viewing. In most cases, the community has a website that has videos. Simplty click or touch to open the link and enjoy the show! Once you have finished watching click or touch the 'X' in the upper right corner. If you are watching a long video, please make sure that you 'tap' the screen after 45 to 60 minutes or the video will close.

Daily Happenings Icon



In the Daily Happening icon you can see highlighted happenings and information from your community. In most cases, this is the same information that can be found on your TV scroll. To advance to the next slide click on the **arrow** or swipe to the right.





Department Directory Icon



The Department Directory icon has department phone numbers at your community. This icon may be helpful if you have a question, inquiry, or simply need to contact a particular department. Some community staff are listed by name. To view scroll or swipe to see the full listing of departments. Click or touch on the department or staff member to view contact information. You can also use the search feature to find a particular department.

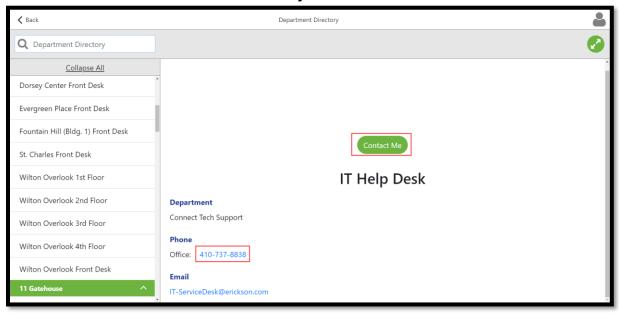


To send a staff member a request for contact message

- Click or touch the contact me buttons and type your message
- You can choose how the staff memember can respond to you via phone or email
- Your information will automatically polulate

You can also direct dial any contacts from their phone simply by clicking or tapping on the contact's **phone number**. If you prefer staff to contact you, click or touch **Contact me**. Please note that not all contacts have the '**Contact Me**' feature.

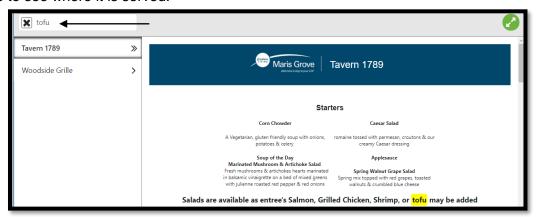




Dining Menus Icon



This icon contains complete dining menus for all locations. Click or touch the location you want to view the menu for. Scroll or to see what is offered or type in your favorite food in the search feature to see where it is served.

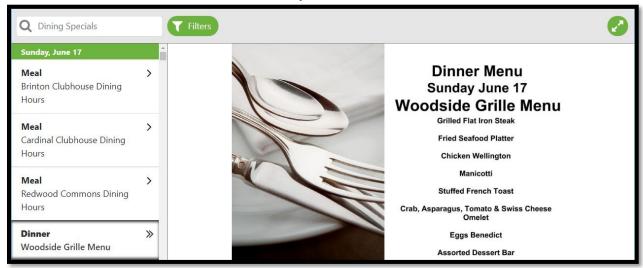


Dining Specials Icon



This icon provides information about upcoming dining meal specials! You can also find hours of opeations for all locations. Click on or touch the dining location to view the specials. The details will appear on the right-hand side of the screen.





Donate Icon



The donate icon allows residents to donate to one or both campaigns that all communities that offer financial assistance for all residents and student employees who are in need. **Benevolent Care Fund**, also known as **Resident Care Fund**, and **Scholarship Fund** are the two campaigns.

Benevolent Care Fund is dedicated to providing quality lifetime care for all its residents, regardless of unforeseen financial hardships. If a resident has abided by their Residence and Care Agreement, they qualify to receive this confidential financial assistance.

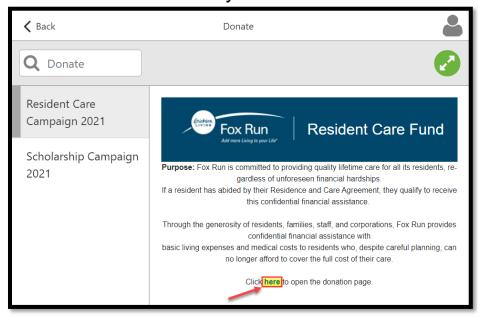
Through the generosity of residents, families, staff, and corporations, each community provides confidential financial assistance with basic living expenses and medical costs to residents who, despite careful planning, can no longer afford to cover the full cost of their care.

Scholarship Fund is committed to offering undergraduate scholarships for tuition, books, and fees to qualifying students who work for one of Erickson Living's communities and wish to further their education.

The residents at each community have developed Scholarship Fund to benefit their student employees working in each restaurant and in various departments throughout the campus. We hold our annual fundraiser generally each spring.

To **donate**, select on the campaign you want to contribute then click on 'here' word – a new window will open. Complete the donation form.

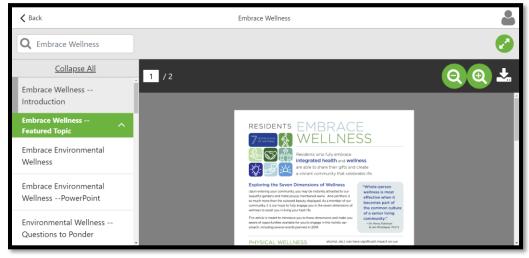




Embrace Wellness Icon



The embrace wellness icon allows residents to explore the seven dimensions of wellness: **Physical, Intellectual, Social, Emotional, Occupational, Spiritual, and Environmental.** Residents who fully embrace integrated health and wellness are able to share their gifts and create a vibrant community that celebrates life.

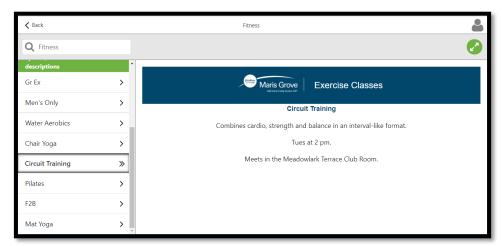


Fitness Icon





In the Fitness icon, you can view class schedules, descriptions, hours of operations and more information to help you stay healthy and fit. Scroll or swipe to view a complete list of offerings. Click or touch to show full details. Use the search feature to find a favorite class.



Forms Icon



The forms icon allows residents to easily submit requests, feedback, and comments to staff. Staff can easily solicit, gather, and review that input in a simple, streamlined manner. Maintenance requests, surveys, feedback and more – do it easily with Forms.

Healthcare Icon



The healthcare icon provides healthcare services and programs available at your community such as assisted living, home care services, inpatient rehabilitation, long-term nursing care, memory care, memory support, and outpatient rehabilitation.

Local Directory Icon



The Local Directory icon displays information about local businesses, services and attractions in your area. To view, scroll or swipe to see a complete list. Click or touch to view more detailed information. In many cases you will be linked directly to the business website for full information. To return to the My Erickson home page from a link, click or touch the **X** in the upper right corner







Meal Plan Balance Icon



Using your My Erickson account, see how many meals you have remaining. You will only be able to see your information with this icon. Click or touch the icon and view your meals.







Messages Icon

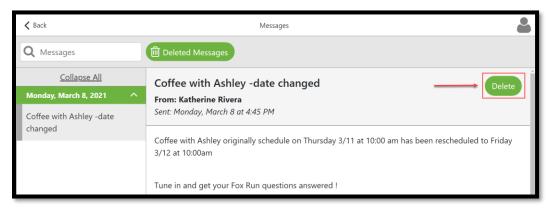


The Messages icon is a great way to quickly receive important information. Staff members can send messages about inclement weather in your area, event cancellations and more! Messages can only be sent by the staff of your community. If you receive a message, it will pop up no matter which icon you are currently viewing.

After reading the message, click or touch the **OK** button. The message will close and you can resume using the Apps as you were previously. You may then continue to navigate the Apps as you normally would.

To delete messages

In messages, select the message to delete, then click or touch the **delete** button and choose **OK**.



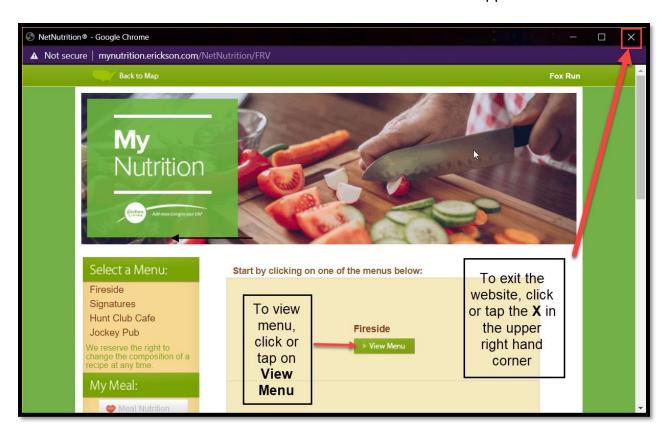


My Nutrition Icon

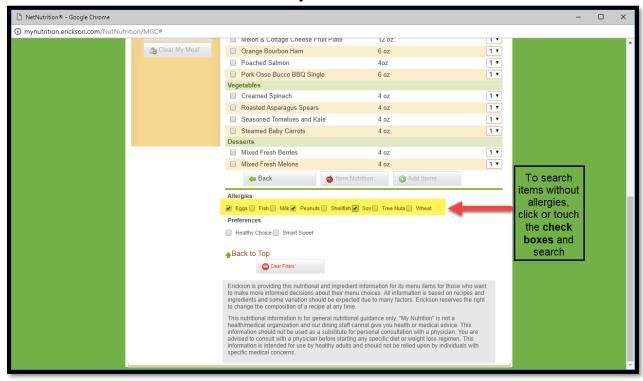


The My Nutrition icon is a direct link to the community's My Nutrition website. In My Nutrition site, you can view nutritional information and ingredients for all meals. To view My Nutrition:

- Choose the appropriate dining room by clicking or tapping on 'view menu'.
- Choose date and meal (i.e. breakfast)
- For Browsers and iPads, hover the mouse or tap on the desired food item. For Android, click on the nutritional icon on the same row as the desired food item. A nutritional box will appear.
- To see a complete meal nutritional value, check all items that you wish to include as the meal. For Browsers and iPads, click on the button "+Add Items", then click on the "Meal Nutrition" button. For Android, scroll up and click on the nutritional icon next to the item count. A nutritional box will appear.











Newsletters Icon



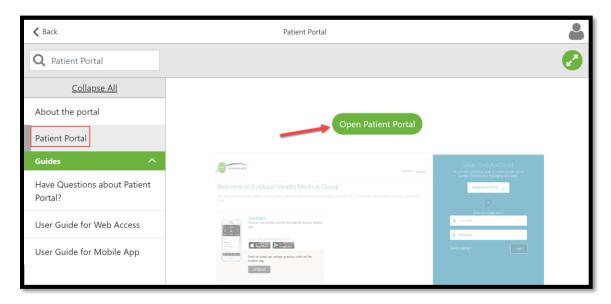
The Newsletters icon involve frequently updating members on current and future events, topics and content. It is a popular and effective means to strengthen communities. The newsletter is a monthly news that includes dining services, finance services, fitness center, etc.

Patient Portal Icon



The Patient Portal icon facilitates better communication with your Medical Center by providing convenient 24/7 access from the comfort and privacy of your own home.

To open patient portal, select Patient Portal, click on Open Patient Portal, and log in to your account.



Photos Icon



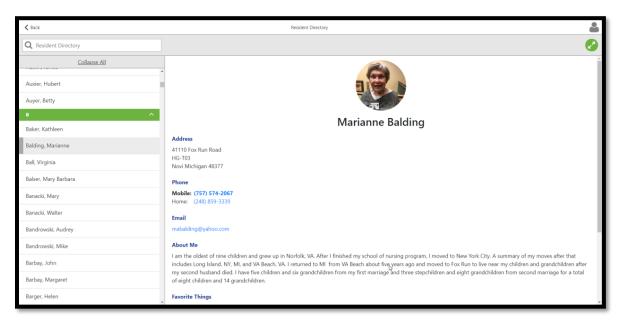
The Photos icon is a fun way to view pictures from events at your community. A community yearbook! Photos can be displayed on a rotating basis. If you want to increase the speed, touch or scroll to go faster. To return to the home page touch the 'home' button or click the 'back' arrow.



Resident Directory Icon



The Resident Directory icon allows you to see information about other residents living at your community. Directory information may include the room, apartment number as well as additional contact information. This icon makes it easy to stay in touch with neighbors or to make new friends! Scroll or swipe until you see the name of the resident you wish to view. Click or touch on the **name** to view more information. You can also search by **name**, **building**, **or hobby**.



Resident Resources Icon



Resident resources are materials that are available in a community to help people meet specific needs. Materials include user guides, handbook, committees, recycling, and special trips.





Transportation Icon



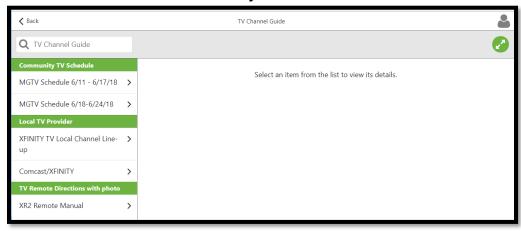
The Transportation icon will show you information regarding community shuttle services, special trips and off campus shuttles. To view, scroll or swipe to see all listings. Click or touch the on the information you want to view. Click or touch to open detailed information. Please note, schedules will not be searchable but still viewable.

TV Guide Channel Icon



The TV Channel Guide icon will show information and scheduling for your local cable provider. If applicable, information and scheduling for your community TV station too. Also a handy guide to work your TV remote[©] Scroll or swipe to view a complete list. Click or touch to open detailed information.





View & Pay My Bill Icon



The Views & Pay My Bill icon allows residents to access and view their online billing, pay for their bills, set recurring payments, set auto payments, and share access to view and pay your account.

