UNIVERSITY

Getting Started:

Focus Group





STEP 1: JOIN THE FOCUS GROUP

1. Sign up for your account here: <u>https://bit.ly/myhana-focusgroup</u>

Inder Summary		
Item	Quantila	Deiee
item	Quantity	Price
Focus Group		\$1.00
	Apply	
TOTAL		\$1.00
Email* Billing Address United States		~
State*	✓ City*	
Street*	ZIP*	
hipping Address Copy B	illing Address	
United States		~
State	✓ City	
ayment Information		

2. Enter coupon code. Your coupon code will be provided by your organizational partner or myHanaTM faculty member who has invited you to participate.

3. Complete the form. Please note that payment information is required, but no charge will occur to your choice of payment method.

4. Choose subscribe.

L/
Subscribe

STEP 2: CREATE YOUR ACCOUNT

1. Visit: <u>https://www.caregivingdrive.com/Login</u>

2. Choose Create Account

	3
SIGN IN	
RESET PASSWORD	
	SIGN IN RESET PASSWORD

3. Choose your username and password.

Username:	
Password:	

Please note: your email must match the email you used to set-up your subscription.

Cre	eate a new account	
•	Username	
ô	Password Password Required	Ø
Ô	Confirm Password	\$
\geq	Email	
	*The account email must be associated with an invitation or a myHana subscription.	
l.	Country Code US 1 United States	
	CREATE ACCOUNT	
	BACK TO SIGN IN	

4. Enter confirmation code that is sent to your email.

	A confirmation code has been sent to the email address associated with the username 'myhanatest1'.
Confirmation Code	
	CONFIRM EMAIL
	RESEND CONFIRMATION CODE

5. Log into the myHana[™] Caregiving Drive.

Email/Username		
myhanatest1		
Password		2
	SIGN IN	
	RESET PASSWORD	

STEP 3: CREATE YOUR TEAM

1. Choose "Create Team"



2. Complete the profile and choose Create Team

≡ myHana [™] Caregi	ving Drive (MYHANA" COMMUNITY) (MYHANA" LIBRARY) (LOCOUT				
Colton Starr's Team	Create Your Loved One's Team				
Dashboard	At multions we believe in child-centered rare. Our care model is like a warron wheel with sonkers. Your child is the center or the hub. Team members like a physician therapist teacher etc. are the sonkers that support the				
👫 Caregivers	The infrance of control of the control o the control of the contro				
Notes	Create a new care team for your loved one:				
ট Calendar	First Name Last Name				
My Account	Zipcode Year of birth Primary condition or diagnosis -				
🛄 Files					
🙁 My Teams	CANCEL				
+ Create Team					

3. Choose "Profile" from the left menu and update your personal information by choosing "Edit".

My Hana** Caregiving Drive Star* Team Dashboard Caregivers Notes Calendar Goals Count Files My Feams Create Team nnyHana** Community myHana** Community myHana** Community	My Profile My Profile Dashboard Caregivers Notes Itel Calendar Phone Coale Itel Itel myhanatest1 Itel Itel Itel myhanatest1 Itel Itel Itel myhanatest1 Itel Itel				 			L
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Dashboard Caregivers Title Title Title Phone Phone Phone myhanatest1 myhanatest1@gmail.com Files My Teams create Team myHana* Community myHana* Library Pofile	Dashoard Creagivers Notes Calendar Coals Coals Imal myhanatest1@gmail.com	l	n Starr's Team	N B (1				
Caregivers Title Notes myhanatest1 Calendar Phone Phone myhanatest1 Goals Email myhanatest1@gmail.com Account Type myhanatest1@gmail.com myHana Streams Create Team myHana* Community Files myHana* Library Files	Caregivers Notes Calendar Coals count Phone Implanatest1@gmail.com Moreams Create Team myHana* Community myHana* Community Pofie		Dashboard	My Profile				
Notes Calendar Goals count Files My Teams Create Team myHana* Library Profile	Notes Calendar Goals count Files My Teams Create Team mythane" Community mythane" Community mythane" Community Pofile		Caregivers	Title	First Name myhanatest1		Last Name	
Calendar Phone myhanatest1 myhanatest1@gmail.com Account Type My Teams ryHana* Community myHana* Library Profile	Calendar Coals cont Enal myhanatest1@gmall.com My Teams Create Team myHana* Community myHana* Lubray Pofile							
Goals count myhanatest1@gmail.com	Coals			Phone		myhanatest1		
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Files My Teams Create Team myHana" Community myHana" Library Profile	Files My Teams Create Team myHana" Library Profile		ccount	myhanatest1@gmail.com		myHana Subscription		
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myHana" Community myHana" Library Profile	myHana" Community myHana" Library Profile		Create Team					h
myHana" Library Profile	Profile International Internat							'\
Profile	Profile							
			Profile					

STEP 4: BUILD YOUR TEAM

1. Choose the "Caregivers" tab on the left side menu

≡	myHana™ Caregivi	ng Drive	MYHANA" COMMUNITY MYHANA" LIBRARY LOGOUT
Colto	n Starr's Team Dashboard	Parent 🛞	
	Caregivers		
	Notes	М	
ø	Calendar	Bachal Starr	
~		Email: myhanatest1@gmail.com	
My A	Account	Phone: 555555555	
2	My Teams		
+23	Create Team	Family 😤	EDIT
•		No current Family town	
*	myHana™ Library	NO current Fairniy teant.	

2. Add Team Members

Team Member Types:

- **Family:** parent, step-parent, grandparents, siblings
- **Medical:** pediatrician, dentist, specialists (cardiologist, geneticist, neurologist, endocrinologist, gastroenterologist, etc), psychiatrist
- Education: teachers, case manager, paraeducator, guidance counselor, principal
- **Behavior:** therapist, social worker, psychologist, psychiatrist
- Financial: accountant, estate attorney, wealth manager

3. Choose Invite

4. Enter Information and Choose "Send"

An invite will be sent to your Care Team Member and they will be able to create a free account to access information.

Title	First Name	Last Name
Email*		
– Message –––––		
Hello,		
User myhana	test1 has invited you to join	their myHana™ Caregiving
Team. Please	e click the link below to crea	ite your free Caregiving
Team accourt	t and begin collaboration w	ith Colton Starr's Team.
https://www.	caregivingdrive.com	
Kind Regards	i,	
myHana™ Su	oport	

STEP 5: CREATE YOUR FIRST NOTE

- 1. Choose "Notes" from the left side menu
- 2. Enter a title and description for your note.

≡	myHana™ Caregivi	ng Drive (MYHANA" COMMUNITY) (MYHANA" LIBRARY) (LOGOUT)
Colto	n Starr's Team Dashboard	Add New Note	
*	Caregivers	Note Title	
		Note Details	
ø	Calendar		
~	Goals		
My A	Account		
Ŀ		Share Note With Team's Caregivers:	
2	My Teams		
+2%	Create Team	(Rachel Starr (Account Owner)	
۵	myHana [™] Community	CANCEL	

3. Choose the team members that will have access to the note.

Share Note With Team's Caregivers:

⊛ ७ ♡ 🗓 🖻 😣

4. Choose "Post"

(Rachel Starr (Account Owner)						
CANCEL						POST
Review Notes						
Neview Notes			Search			Q
Title	Note	Author		Posted	Shares	
		١	No data available			
					Rows per page: 10 -	< >

STEP 6: CALENDAR

- 1. Choose "Calendar" from the left side menu
- 2. Choose "+" to add a new reminder

=	≡ myHana [™] Caregiving Drive (MYHANA [*] COMMUNITY) (MYHANA [*] LIBRARY) (LOGOUT)								
Colto	n Starr's Team	TODAY	< > Oct	ober 2022				MONTH -	Upgeming Reminders Tada
88	Dashboard	SUN	MON	TUE	WED	THU	FRI	SAT	
*		25	26	27	28	29	30	Oct 1	No Upcoming Reminder Today
		2	3	4	5	6	7	8	
									Upcoming Events Today ~
		9	10	11	12	13	14	15	No Upcoming Event Today
My A	Account								•
٠		16	17	18	19	20	21	22	
2	My Teams								
+2%		23	24	25	26	27	28	29	
*									
۵		30	31	Nov 1	2	3	4	5	
•									

- 3. Enter name and details of reminder
- 4. Choose date
- 5. Choose the members of your Caregiving team to share this reminder with
- 6. Choose Create Reminder

.	25	26	27	28	29	30	Oct 1	No Upcom	ina Reminder To	dav
(Reminder)										
Reminder Name					#4	Start Date 2022-10-2	8	Time 4+ 48+ AM PM		
Reminder Details										
#5 Share Reminder With Team's (Caregivers:)								
(Rachel Starr (Account Owne	0)								#6	CREATE REMINDER

7. Choose "+" to add a new event

≡	myHana™ Caregivi	ng Drive							MYHANA" COMMUNITY MYHANA" LIBRARY LOGOUT
Colto	n Starr's Team	TODAY	< → Oct	ober 2022			[MONTH -	Upcoming Reminders Today
	Dashboard	SUN	MON	TUE	WED	THU	FRI	SAT	
**		25	26	27	28	29	30	Oct 1	No Upcoming Reminder Today
									•
Ð	Calendar	2	3	4	5	6	7	8	Upcoming Events Today -
		9	10	11	12	13	14	15	No Upcoming Event Today
My A	ccount								
		16	17	18	19	20	21	22	
2.	My Teams								
+2%		23	24	25	26	27	28	29	
*	myHana [™] Community								
¢		30	31	Nov 1	2	3	4	5	
-									

- 8. Enter name and details of event
- 9. Choose dates and time
- **10.** Choose the members of your Caregiving Team to share this event with
- **11. Choose Create Event**

🕰 Caregivers		Νο υρεοπιης	Reminder Today
(Event)			
Event Name	#9 2022-10-28	Time 4• : 51• AM PM	
Event Details	End Date	Time [4*] [51*] AM PM	
	Å		
#10			
Share Event With Team's Caregivers:			
(Rachel Starr (Account Owner)			#11
CANCEL			CREATE EVENT

STEP 7: GOALS

- 1. Choose "Goals" from the left side menu
- 2. Choose "Create New Goal" to add a new goal
- 3. Enter Title and Description of Goal
- 4. Enter Action Steps and Descrpition for each step
- 5. Click "Save Step"
- 6. Choose your team members that will have access to the goals
- 7. Choose "Save Goal"

≡	myHana™ Caregivi	ng Drive (MYHANA* COMMUNITY) (MYHANA* LIBRARY) (LOGOUT)
Colto	n Starr's Team	Create New Goal:
85	Dashboard	
*	Caregivers	Title*
	Notes	#3
Ð	Calendar	Description*
	Goals	
My A	ccount	
	Files	
<u></u>	My Teams	Add action steps to take towards reaching this goal: (Minimum of 1)
+2%	Create Team	Action Step Name
۵	myHana [™] Community	Action Step Description #4
۵	myHana™ Library	
•	Profile	
		#5 SAVE
		#6 Share Goal With Team's Caregivers: ⊕ Uy ♡ II I ≤ •2
		Rachel Starr (Account Owner)
		CANCEL #7

8. Access your goals from the goals tab

	=	myHana [™] Caregiv	ing Drive		МҮН
	Colto	n Starr's Team		My Goals	
	-				
\backslash				Sample Goal 1	
7	Þ			s	
	~				
	My A	locount		Next Action Step:	
				Step Number 1	۲
	.				
	+23				

9. Track your progress

=	myHana™ Caregiv	ng Drive	MYHANA" COMMUNITY MYHANA" LIBRARY LOGOUT
Colto	n Starr's Team	• My Goals	
-	Dashboard	0	
*	Caregivers	Sample Goal 1	
		s	
ø			
~		Amazing things happening here.	
My A	ccount		
		Action Steps:	Share Goal With Team's Caregivers:
2	My Teams	Step Number 1 🗸	(Rachel Starr (Account Owner)
+23		Step number one,	
•		Mark Action Step Completed:	
e			
:	Profile	Step Number 2 V	
			EDIT MENU
			^

STEP 8: FILES

1. Choose "Files" from the left side menu

Your account will come with five pre-populated folders.



ur folder	Fri Oct 28 2022 by myhanatest1				
	Create Cancel				

4. Choose "+" and upload to add files

=	myHana™ Caregivi	ing Drive	MYHANA" COMMUNITY MYHANA" LIBRARY LOGOUT
Colto	n Starr's Team	My Files	
85	Dashboard		HELP
**	Caregivers	Search files and folders	
		All Files > Sample	+
ø	Calendar		Upload New Folder
~			I VEW I VILLET
My A	ccount		
	Files		
*	My Teams	بالج لب	
+2%	Create Team	There are no items in this folder.	
۵	myHana™ Community		
۲	myHana™ Library		
±	Profile		
			0

- 5. Browse or Drag and Drop files to your drive
- 6. Choose upload



7. Choose upload

=	myHana™ Caregivi	ing Drive	MYHANA" COMMUNITY MYHANA" LIBRARY LOGOUT
Colto	n Starr's Team	My Files	
-			HELP
		Respite Care.pdf	×
ø			
My A	Account		
2.	My Teams		
+2%			
۵			
۲			
:		Close	CanceUpload

8. You will receive a "Success" message and can continue to upload

=	myHana™ Caregivi	ng Drive	MYHANA" COMMUNITY MYHANA" LIBRARY LOGOUT
Colto	n Starr's Team	My Files	
-	Dashboard		HELP
**			
Ø			
My A	Account		
Ľ	Files	Success! Your files have been uploaded. Select More Files	
*			
+2%			
۵			
۵			
•		Close	Cancel Upload

FILE OPTIONS: Choose "..." from the right side of your file list to view file options.

From here you have the option to preview, delete, download, rename, or share the file.

	My Files	
		HELP
6 myHana [•] Search files and folders		
All Files > Sample		· · · · · · · · · · · · · · · · · · ·
Name ^	Modified	Size
Respite Care.pdf	Today by myhanatest1	246.49 KB Share
		Preview
		Delete
		Download
		Rename
		Share

FOLDER OPTIONS: Choose "..." from the right side of your file list to view file options.

6 myHana Search files and folders = + All Files Name ^ Modified Fri Oct 28 2022 by myhanatest1 Share Behavior Delete Fri Oct 28 2022 by myhanatest1 Clinical Rename Diagnostic Testing Fri Oct 28 2022 by myhanatest1 Share Financial Fri Oct 28 2022 by myhanatest1

From here you have the option to delete, rename, or share the folder.

SHARING FOLDERS AND FILES:

1. Choose "..." from the right side and the "share" option from the drop down or the share button from the folder or file you would like to share.

The popup below will appear.

Shared Link:		
None		СОРҮ
No shared link	~	Close

2. Choose your sharing option from the drop down arrow.

Access: People with the link or Access: People in this folder



3. Copy and share the link to grant access to your folder or file.

Shared Link:	
https://app.box.com/s/m192kso7w8b	ozs2pfgc4 COPY
Access: People with the link 🔻	Close
Fri Oct 28 2022 by m	yhanatest1