

creating a staff portal shortcut on your phone.

To save time you can create a shortcut to CoolCare's staff portal on your home screen to quickly check at any time. Adding the short cut to your home screen will quickly direct you to the staff portal for CoolCare and display the log in screen for your convenience.

If you have an Android device, use Chrome as your default browser option on this device.
If you are using an iPhone, use the Safari as your default browser on this device.

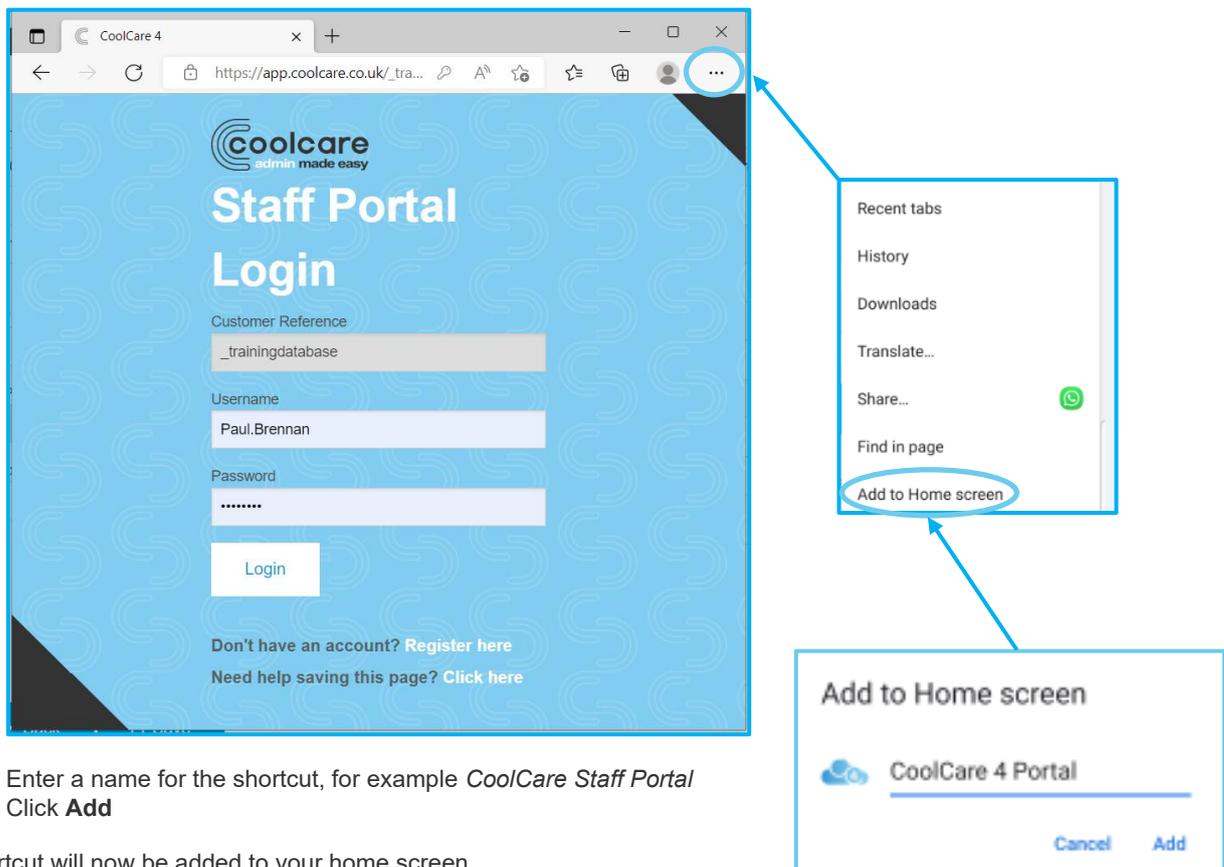
android phones.

The guide detail below will enable you to setup a shortcut on your home screen where you have an Android device.

- Open Google Chrome on your phone
 - If you do not have it installed on your phone, you may need to download it
- Enter the staff portal URL into the address bar at the top of the screen
 - If you do not know your portal URL, please check with your CoolCare administrator

Please Note: Take care to type the address exactly as shown, it is case sensitive and will not work if mistyped. If you are already logged in to the Staff Portal, log out before continuing. On the login page:

- Click the three-dot button at the top right of your screen
- Select **Add to Home Screen** option from the drop-down menu



- Enter a name for the shortcut, for example *CoolCare Staff Portal*
- Click **Add**

The shortcut will now be added to your home screen.

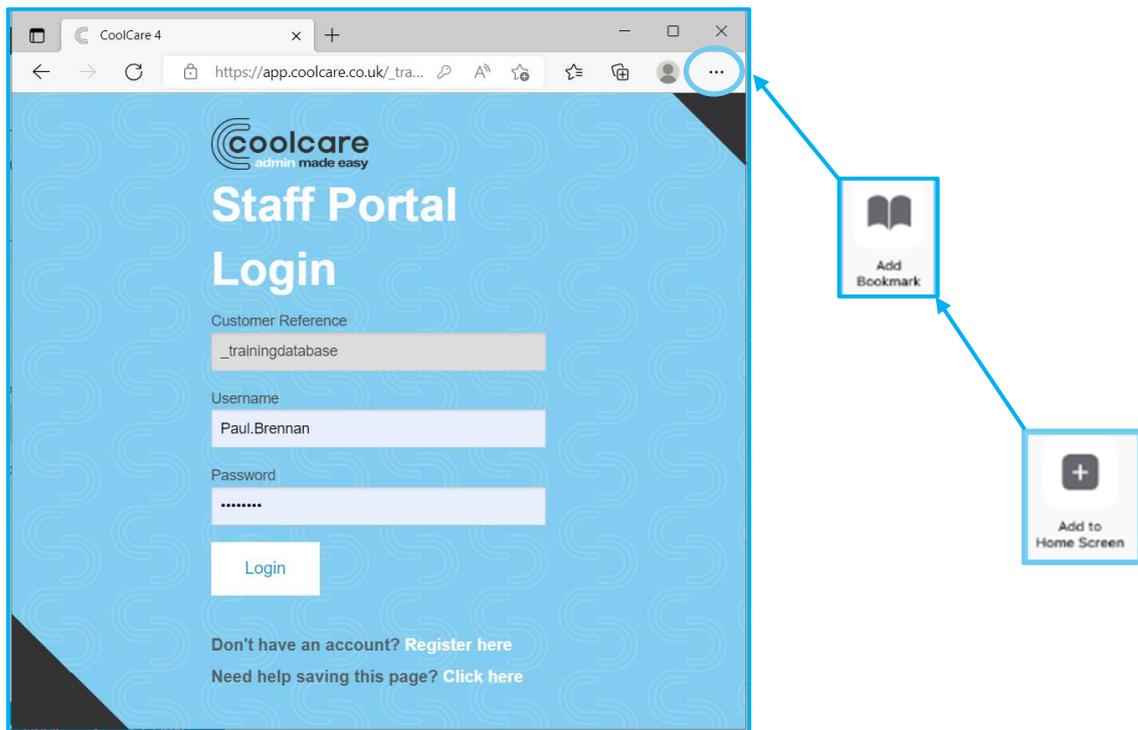
iphones.

The guide detail below will enable you to setup a shortcut on your home screen where you have an iPhone.

- Open Safari
- Enter the staff portal URL into the address bar at the top of the screen
 - If you do not know your portal URL, please check with your CoolCare administrator

Please Note: Take care to type the address exactly as shown, it is case sensitive and will not work if mistyped. If you are already logged in to the Staff Portal, log out before continuing. On the login page:

- Click the three-dot button at the top right of your screen
- Select **Add Bookmark** option from the drop-down menu
- Select **Add to Home Screen**



- Enter a name for the shortcut, for example *CoolCare Staff Portal*
- Click **Add**

The shortcut will now be added to your home screen.