



Start up myAbilia 2.0 as an administrator

April 5, 2019

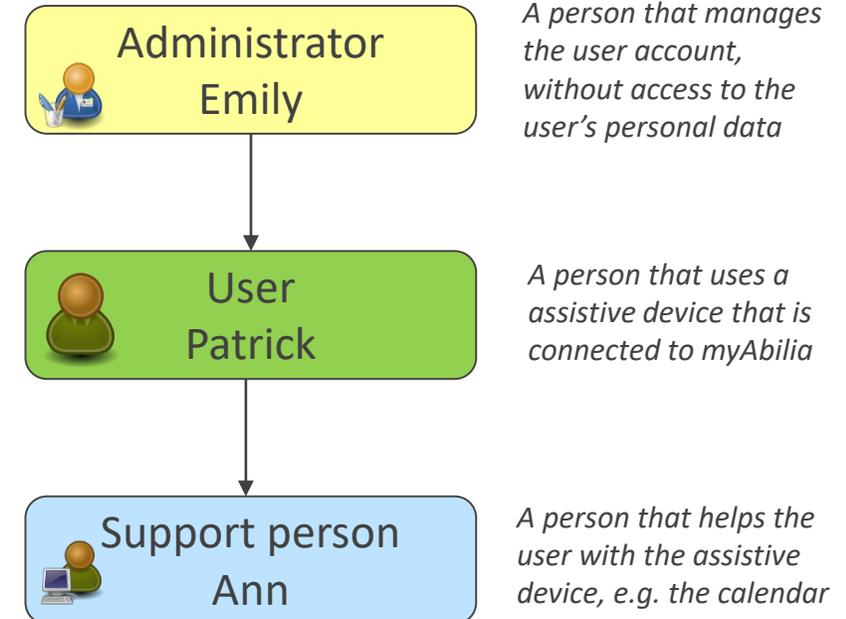


# Start up myAbilia as an administrator – step by step

This Quick Guide describes how to start up myAbilia for use with assistive devices from Abilia.

1. Create your Administrator account in myAbilia
2. Create User account in myAbilia
3. Open the User account – “manage”
4. Invite a Support person
5. Login with the User account on the device
  - a) HandiCalendar on iOS/Android
  - b) MEMOplanner

**NB! This is one way to get started with myAbilia. There may be other ways that better suit you or the user.**



# 1. Create your Administrator account in myAbilia

1. Go to myabilia.com and click *Create an account*.
2. Enter your name and email. Select “Administrator”. Click *Create an account*.

➡ You will receive a Welcome email from myAbilia, from where you will choose your password. Log in.



Username/Email

Password

Log in

Forgot password?

Create an account



### Create your account in myAbilia

To create a myAbilia account, enter a valid email address below. You will get a welcome email with a link to myAbilia, from where you will choose your password.

Name

Email

User: I will use an Abilia product.

Administrator: I will manage myAbilia user accounts.

Support person: I will assist someone in using the Abilia product. Note! Support person accounts can only be initiated by a user.

Create an account

Back to login

Privacy - Terms



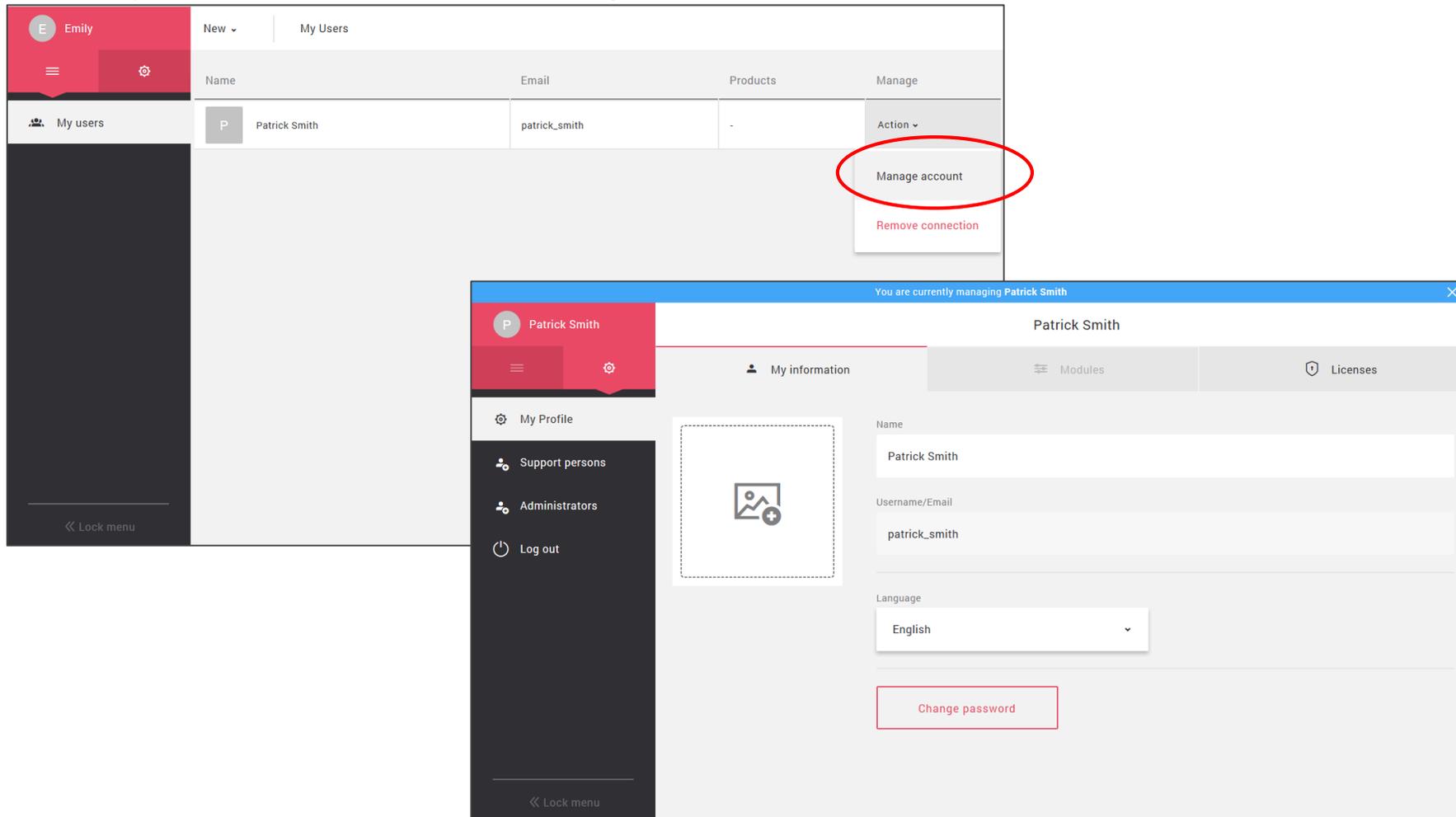
## 2. Create User account in myAbilia

1. Go to **My users** and select “Add new user” from the menu.
2. Enter the user’s name and select “Account with username”. Choose a username and a password. Tick the box “Connect me as a Support person...” if you want to have access to the user’s data.
3. Click *Create*. Done!

The screenshot displays the 'My Users' interface. At the top, a red header bar contains the user's name 'Emily' and a 'New' dropdown menu. The dropdown menu is open, showing 'Add new user' as the selected option. Below the header, the 'My Users' section is visible, with a 'My Profile' and 'Log out' option in the sidebar. The 'New User' form is shown in the foreground, featuring a profile picture placeholder, a 'Name' field with 'Patrick Smith', a 'Username' field with 'patrick\_smith', and two password fields. The 'Account with username. Activation not required.' option is selected. The 'Connect me as a Support person to this user' checkbox is also checked. The bottom navigation bar includes 'Cancel' and 'Create' buttons.

# 3. Open the User account - "manage"

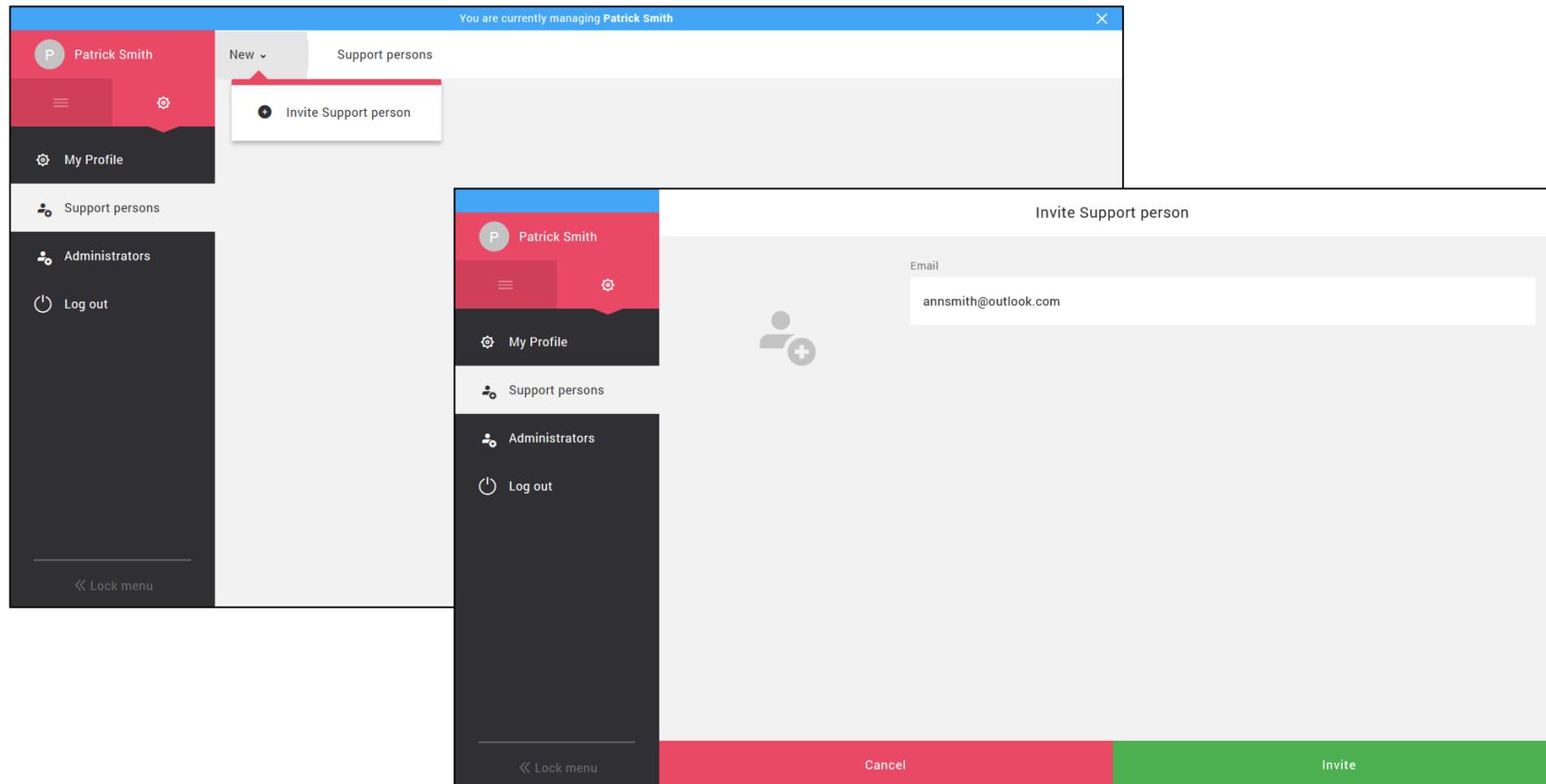
1. Click on *Action* and select *Manage account*.
2. Now the user's account is opened, with a blue line at the top of the window. (To have full access to the user's data you must be a Support person.)



# 4. Invite Support person

1. Go to **Support persons** and select "Invite Support person" from the menu.
2. Enter the Support person's email address. Click *Invite*.

➔ An email with the invitation will be sent to the Support person. ([Read more here.](#))



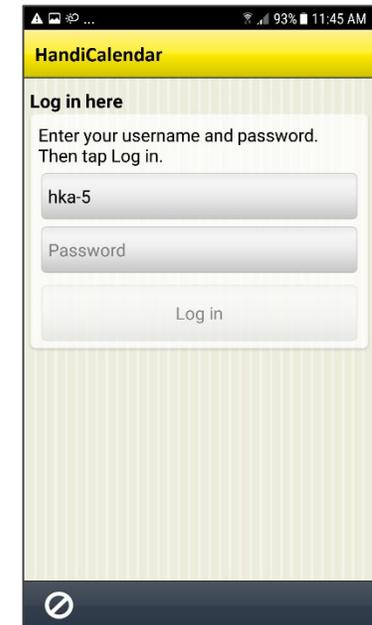
# 5a. Log in with User account on HandiCalendar

1. Download the HandiCalendar app for free from **Google Play/App Store**.
2. Log in with the myAbilia account on the device and run a **free trial** for 4 weeks.
3. Purchase a 1-year **license** from Abilia.
4. Register the license on your myAbilia account. ([Read more here.](#))

*iOS*



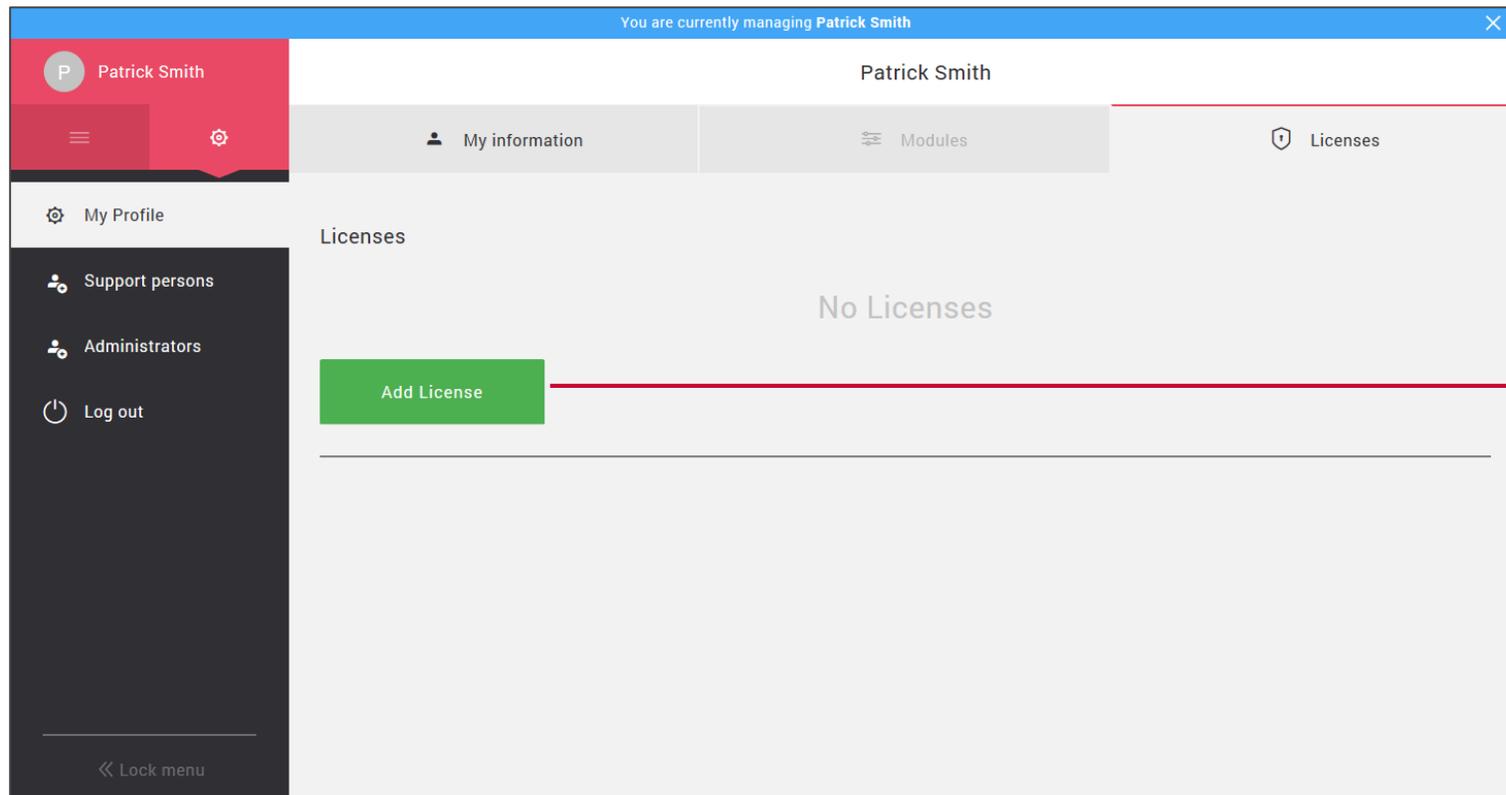
*Android*



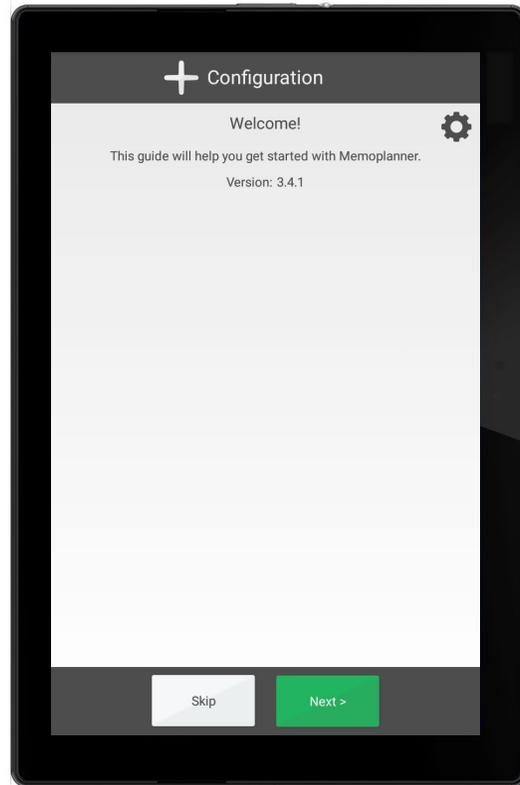
# 5a. Register HandiCalendar license to account

1. Go to **My profile** and click on the **Licenses** tab.
2. Click on *Add license*, type the license key and click *Add*.

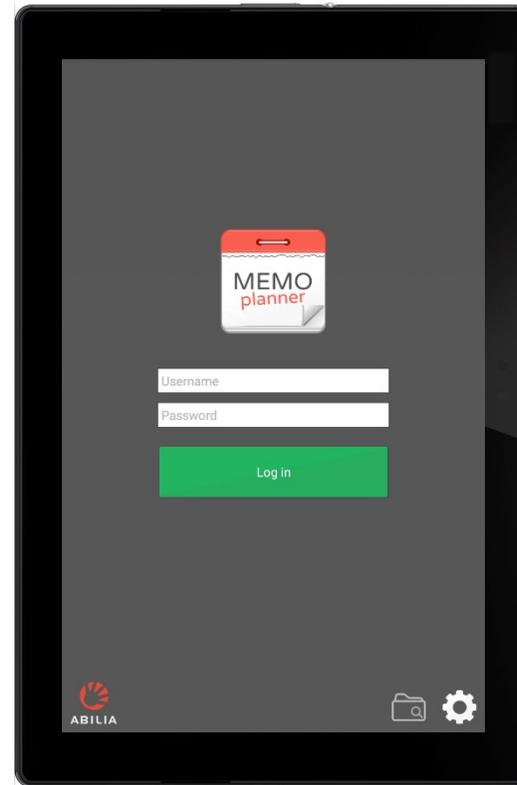
➔ The HandiCalendar app will be updated with the license (if the device is online).



## 5b. Log in with User account on MEMOplanner



1. Follow the instructions in the configuration guide, which is shown when MEMOplanner is started for the first time.

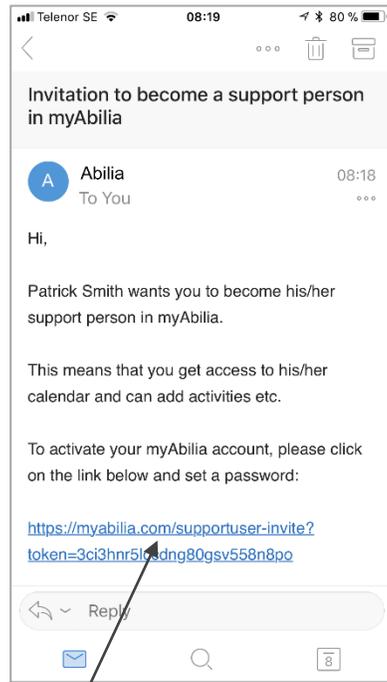


2. Enter the username and password.  
*Internet connection is required.*  
Choose if a start kit with pictures etc should be installed.

# Invitation to Support person

## If the person doesn't have an account in myAbilia

The person will receive an email from myAbilia.

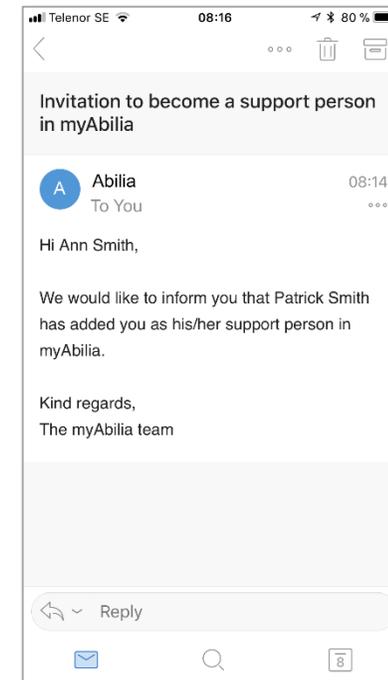


Click on the link to activate the account.

The Activation page for myAbilia will be opened. Choose a password and click **Save**.

## If the person already has an account in myAbilia

The person will receive an email from myAbilia, as information. Nothing needs to be done.



# Roles and functions in myAbilia

	User	Support person	Administrator	Abilia Support
<b>Account management</b>				
Create User account	X	X	X	X
Delete User account				X
Change username				X
Change password	X	X	X	X
<b>Content management</b>				
Handle the user's data (calendar etc)	X	X		
Log in on the assistive device	X			
<b>Relation management</b>				
Be a Support person to a User	X	X	X	
Invite a Support person to a User	X	X (not oneself)	X	X
Invite n Administrator to a User	X	X	X (not oneself)	X
Remove connection between User and Support person	X	X	X	X
Remove connection between User and Administrator	X	X	X	X
Transfer User from one Administrator to another			X	X
<b>License management</b>				
Register license to account	X	X	X	X
Remove license from account	X	X	X	X
See validity period of the license	X	X	X	X
Get email about upcoming license expiration		X	X	