

# **S.O.P. for Sirius Care Website**

## **How to Login and Submit a Shift Through the Sirius Care Website.**

1





**Employees/Contractors who are transitioning systems, please start at Step 13 for Android Users and Step 26 for iPhone Users.**



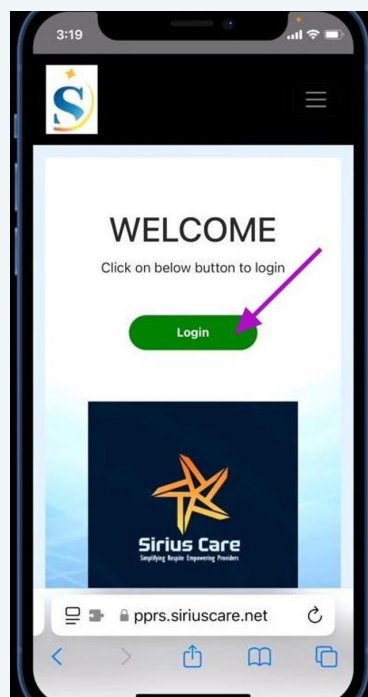
**New Hires Start Here! Please type this URL into your browsers search bar and click enter/search/go.**

**<https://pprs.siriuscare.net>**

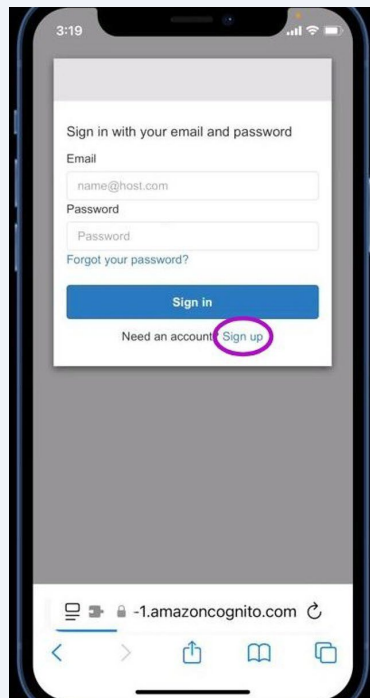
**Once your account is approved, please continue with Steps 13 or 26 as listed above.**

**2**

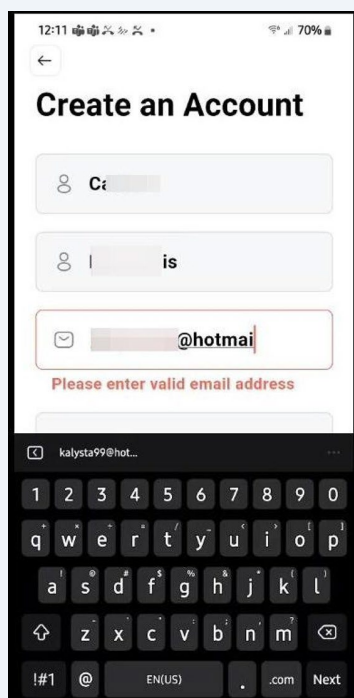
**Click Login.**



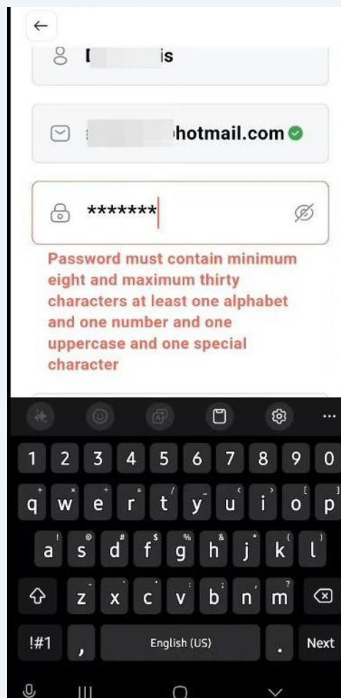
### 3 Click Sign up.



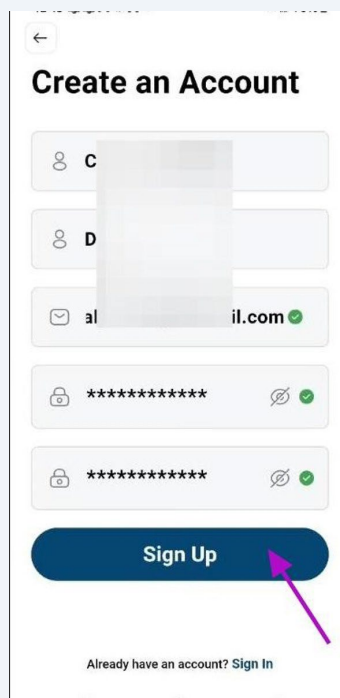
### 4 Create an Account - Fill out the fields.



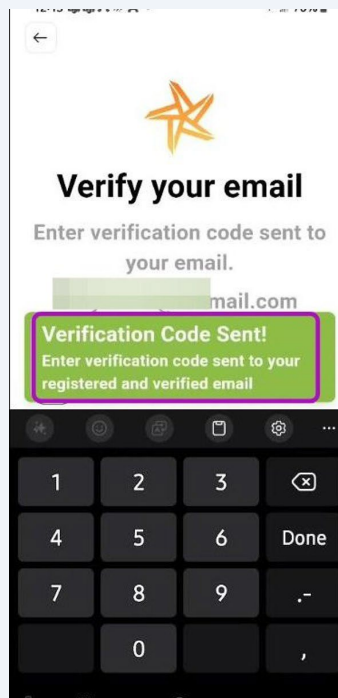
**5 Create a password following the onscreen rules.**



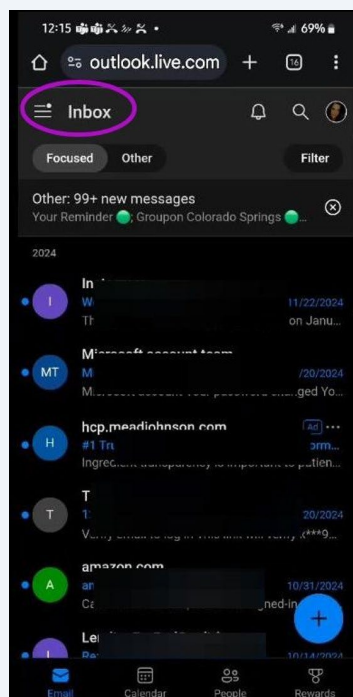
**6 When the fields are completed click Sign Up.**



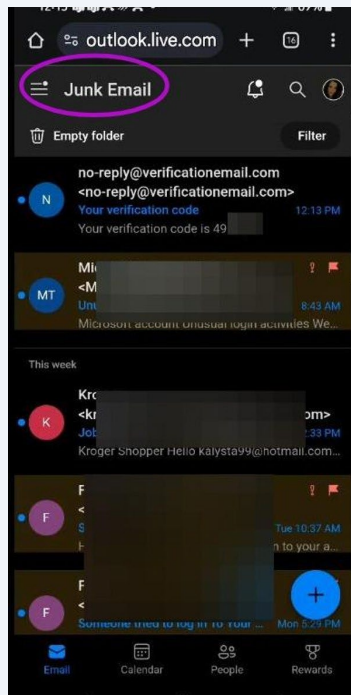
## 7 Verification Code Sent! This goes to the email you just entered.



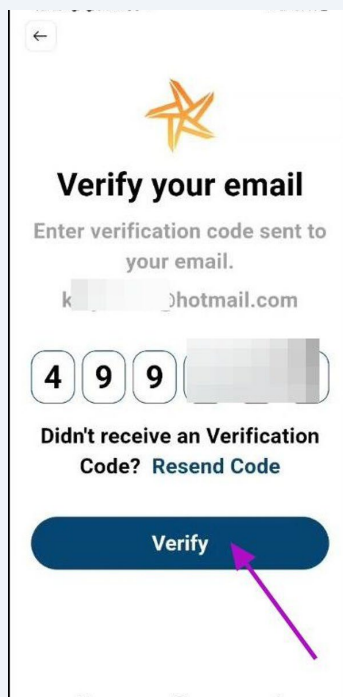
## 8 Check your inbox.



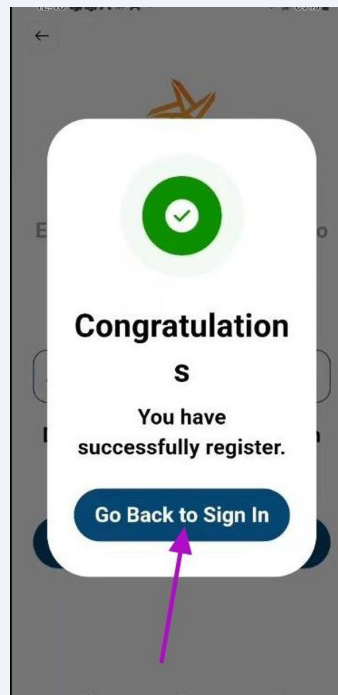
**9 If not found, try in Junk/Spam mail folder.**



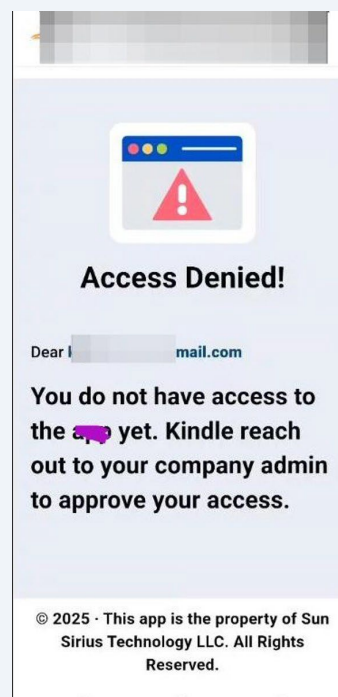
**10 Enter the code in the spaces provided and then click Verify.**



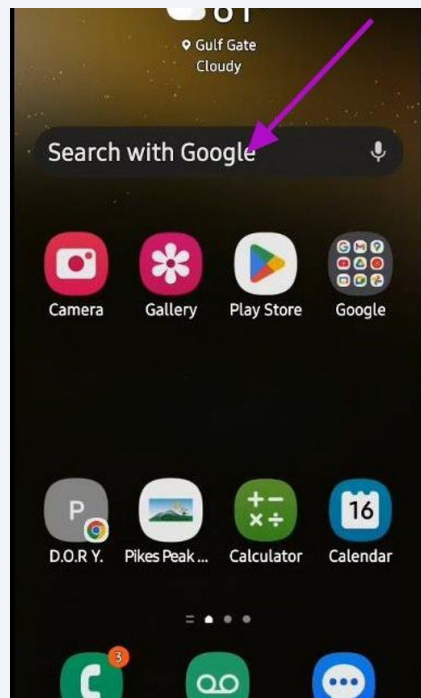
**11 You should get a successfully registered message.**



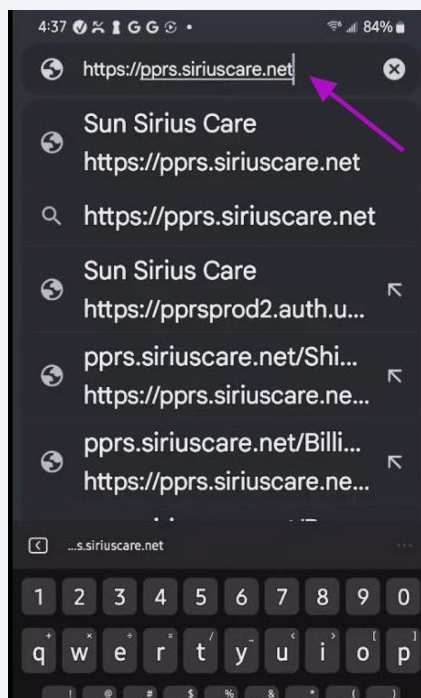
**12 It can take up to 24 hours for your account to be approved. Signing in before it's approved may result in an Access Denied message. If it has been over 24 hours since the creation of your account, please contact your onboarding manager.**



**13 Click in your Google/Chrome search bar.**

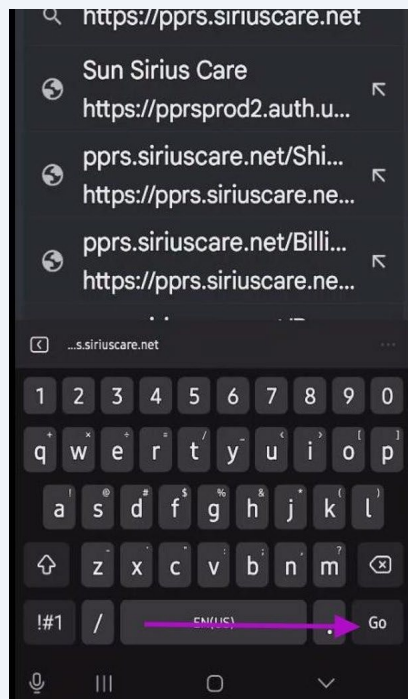


**14 Type in - <https://pprs.siriuscare.net>**





**15 Click Go.**

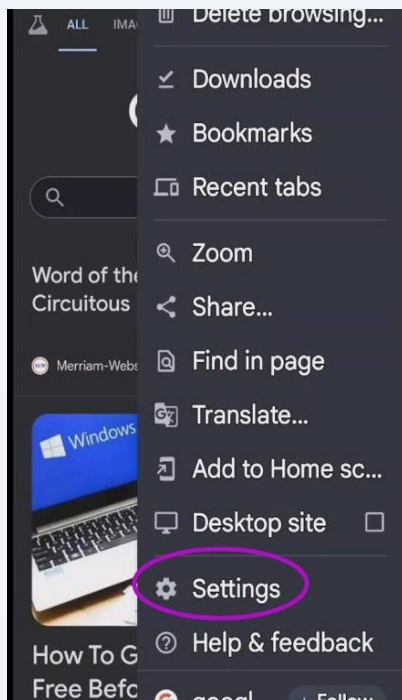


**16 For Android Users - Alternate Method of Enabling "Location Services". You will need to use Steps 17 - 25, if the pop-up fails to appear as described in Step 41.**

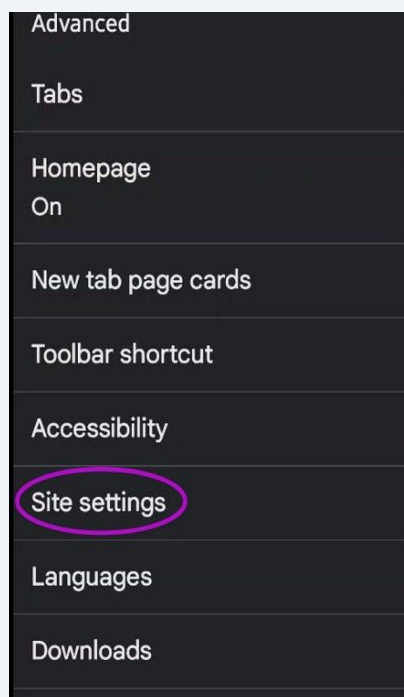
**17 From the Chrome home page, click on the 3 ellipses at the top right of screen.**



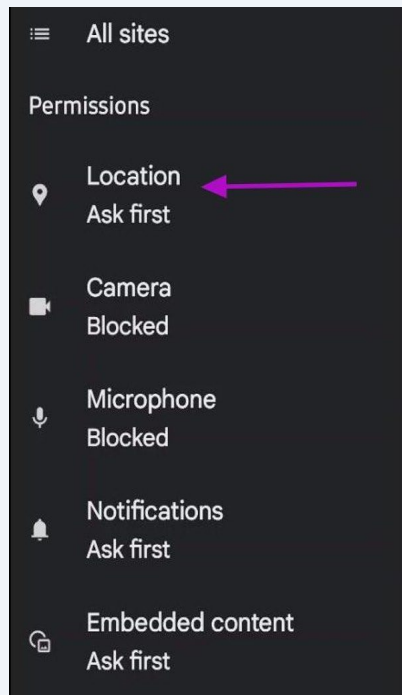
**18 Click on "Settings".**



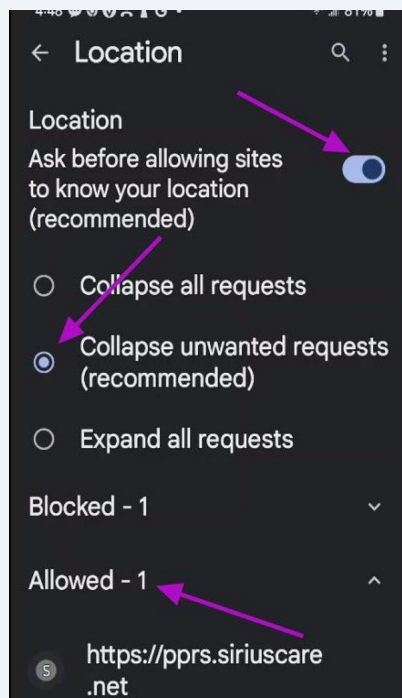
**19 Click on "Site Settings".**



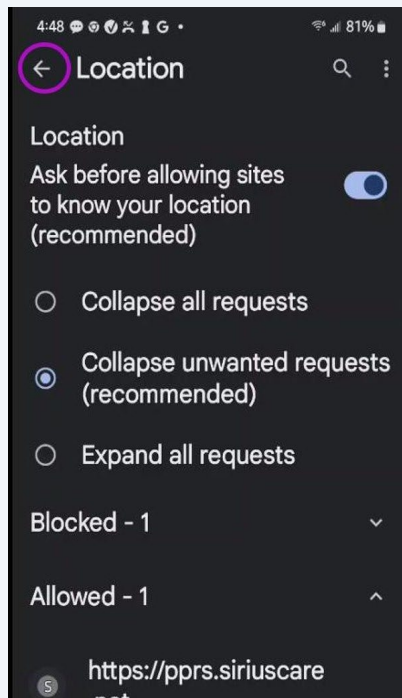
**20** Click on "Location".



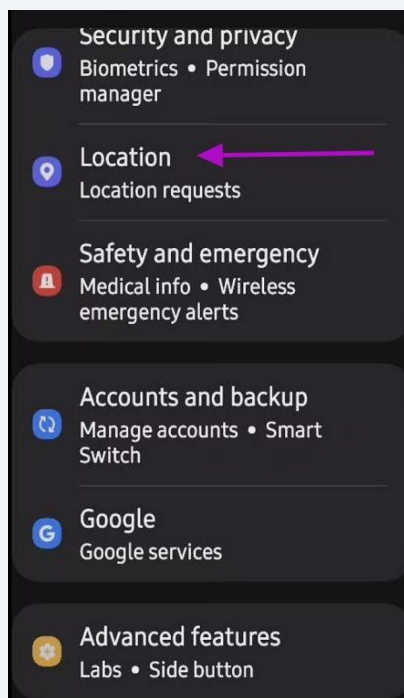
**21** Toggle "Location" to on and if URL is in "Blocked", move to "Allowed".



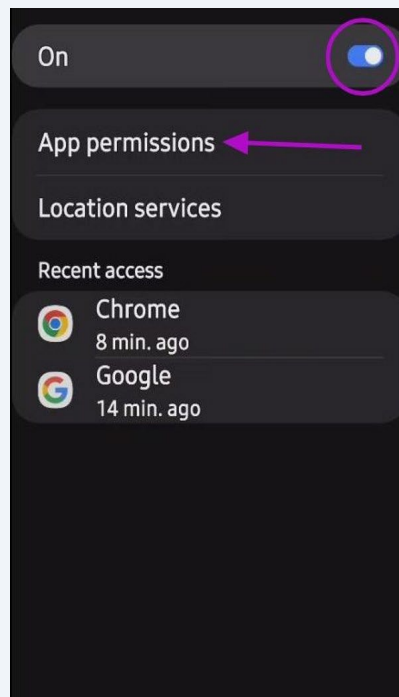
**22 Click the back arrow until you are back at "Settings".**



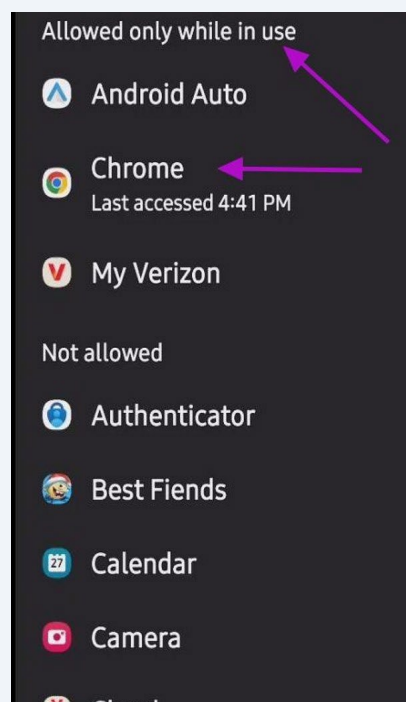
**23 Scroll to find, and then click on "Location".**



**24 Toggle to on position. Then click "App Permissions".**



**25 Verify that Chrome is set to "Allowed only when in use" or "Always".**



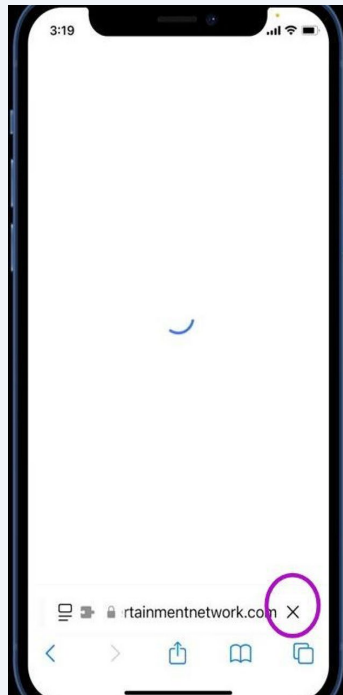
**26** On your iPhone, find and click on the "Safari" icon.



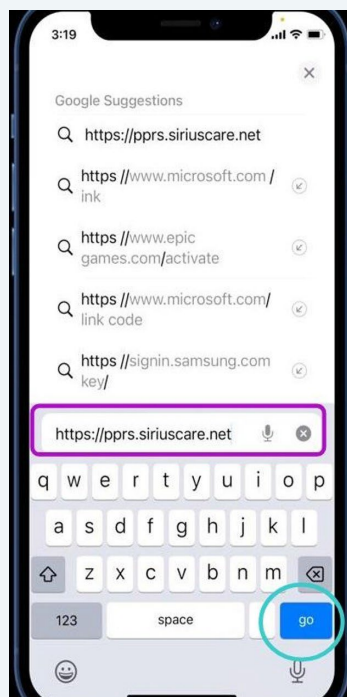
**27** On your iPhone, find and click on the "Safari" icon.



**28 Click the x to clear your search bar.**



**29 Search bar moves up. Type in <https://pprs.siriuscare.net> and then click go.**



**30**

**For iPhone Users - Alternate Method of Enabling "Location Services". You will need to use Steps 23 - 34, if the pop-up fails to appear as described in Step 40.**

**31**

**Find and click the "Settings" icon.**



**32**

**Find and click the "Settings" icon.**

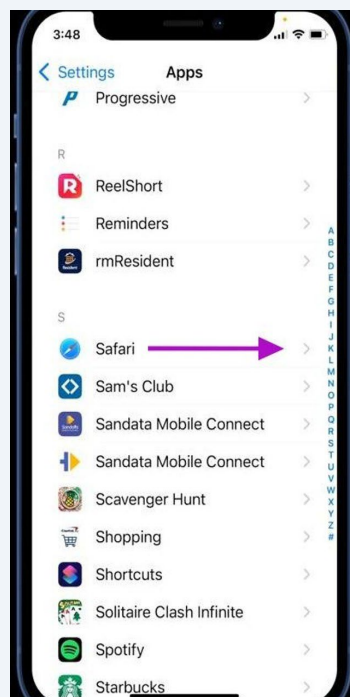




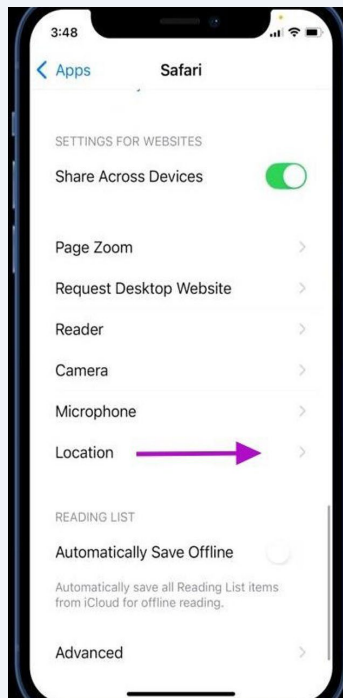
**33 Scroll to find, and then click on "Apps".**



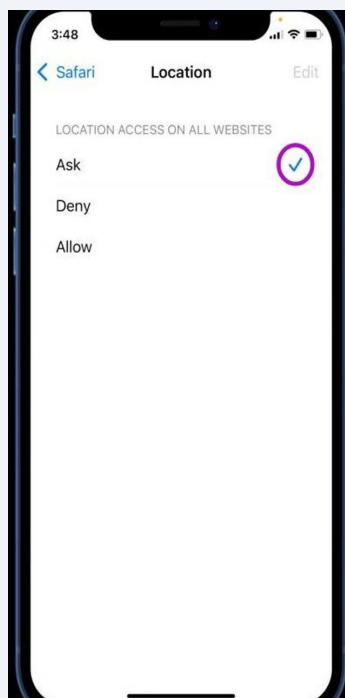
**34 Scroll to find, and then click on "Safari".**



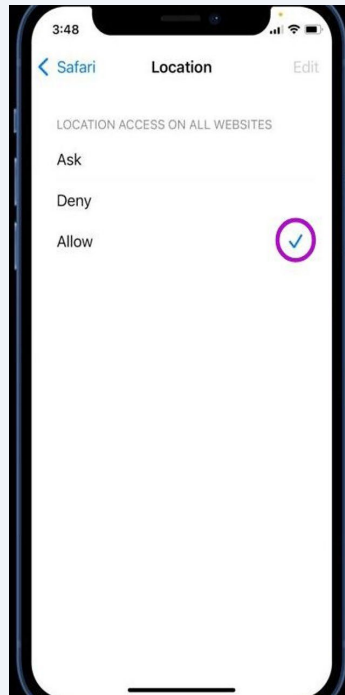
**35** Scroll to find, and then click on "Location".



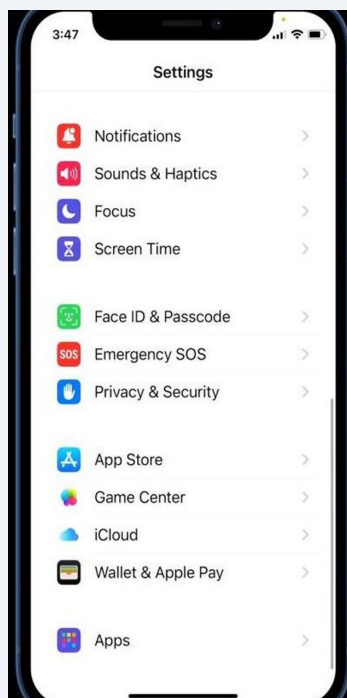
**36** Clicking Ask - You will have to click Allow every time you start a shift.



**37 Clicking Allow - Permanently allows location access when on the website.**



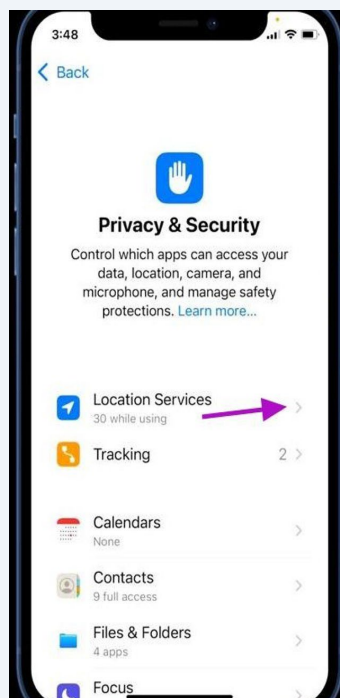
**38 Go back to "Settings".**



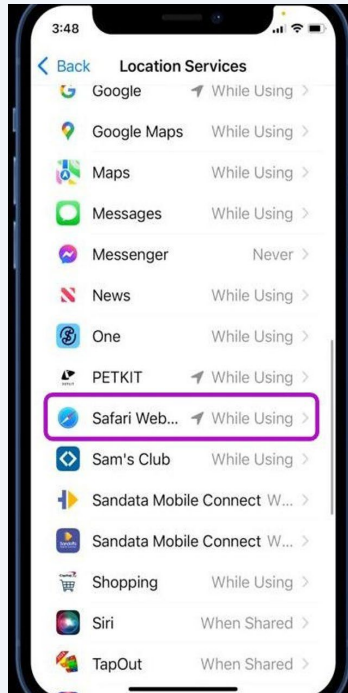
**39** Scroll to find, and then click on **"Privacy & Security"**.



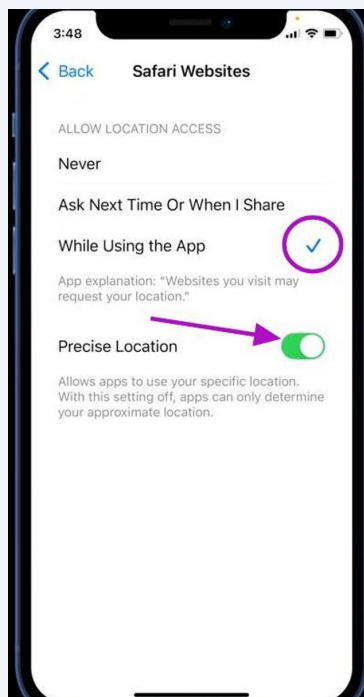
**40** Click **"Location Services"**.



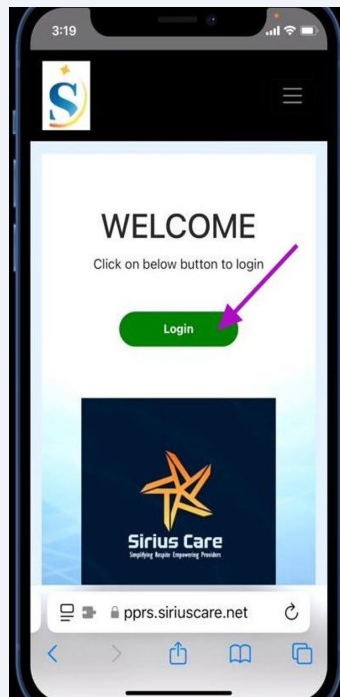
**41** Scroll to find, and then click on **"Safari Websites"**.



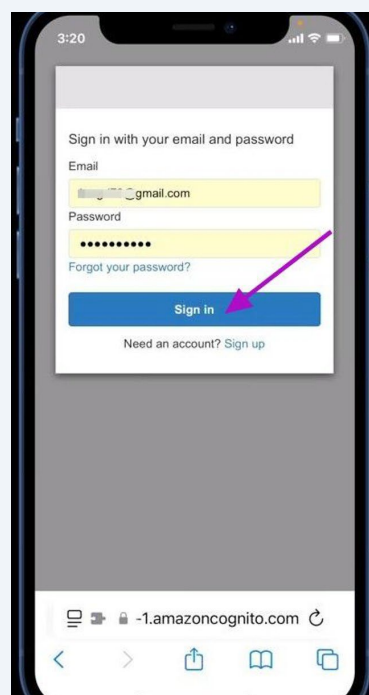
**42** Make sure the **"While Using the App"** option is checked and toggle the **"Precise Location"** to on.



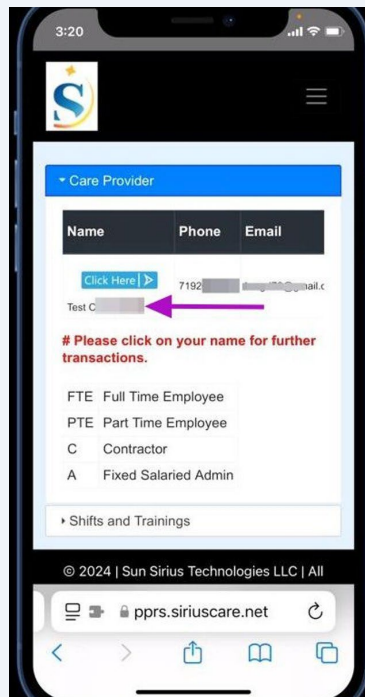
**43 Click Login.**



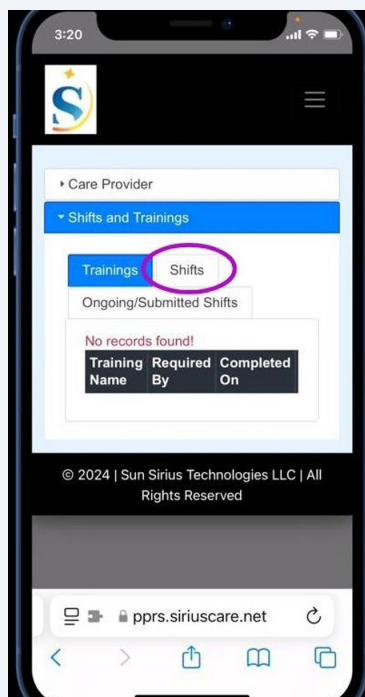
**44 If you used DORY previously, please use the same email and password for Sirius Care and click Sign In.**



**45** On this page, click on your name.

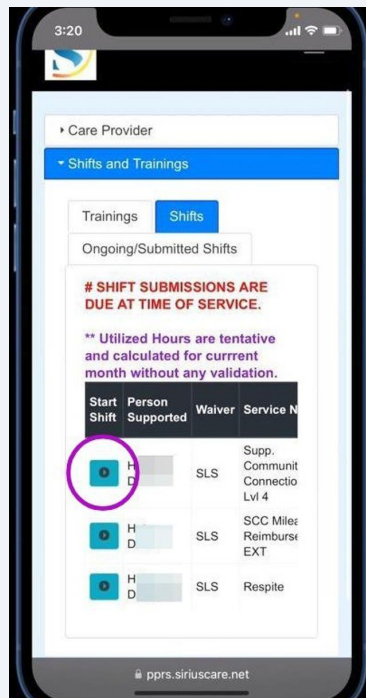


**46** On this page click on the "Shifts" tab.



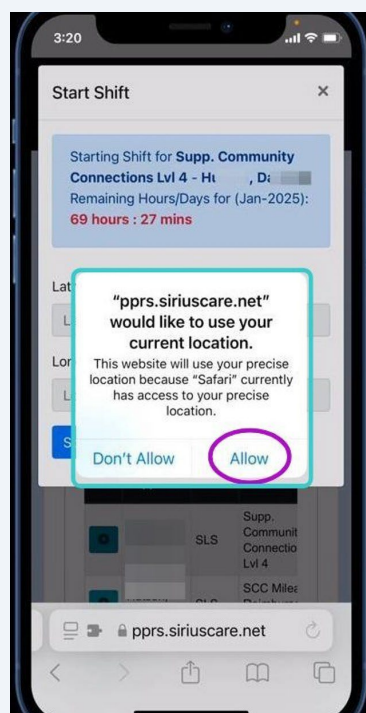
47

**Scroll to find the "Person Supported" and the service you want to start a shift for. Click on the blue box to the left of their name.**



48

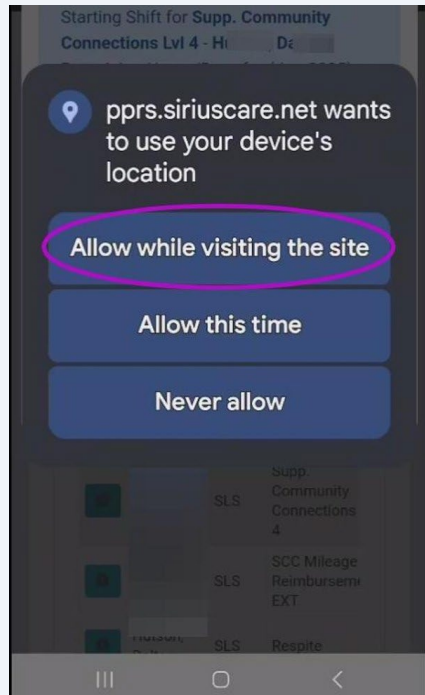
**STOP! For iPhone Users: This pop-up should appear. You must click "Allow" or you won't be able to submit shifts. If the pop-up does not appear please use the Alternate Method outlined in Steps: 23 - 34.**





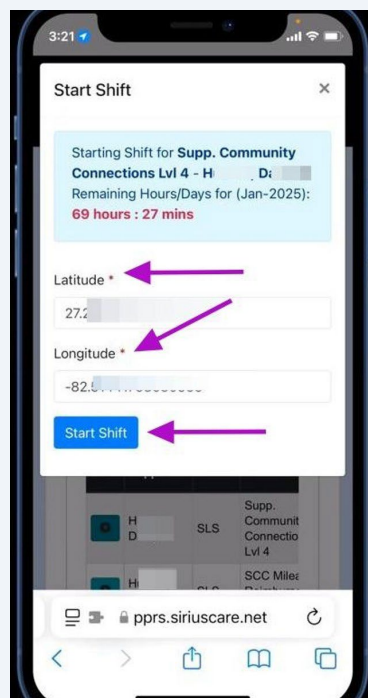
49

**STOP! For Android Users: This pop-up should appear. You must click "Allow" or you won't be able to submit shifts. If the pop-up does not appear please use the Alternate Method outlined in Steps: 17-25.**

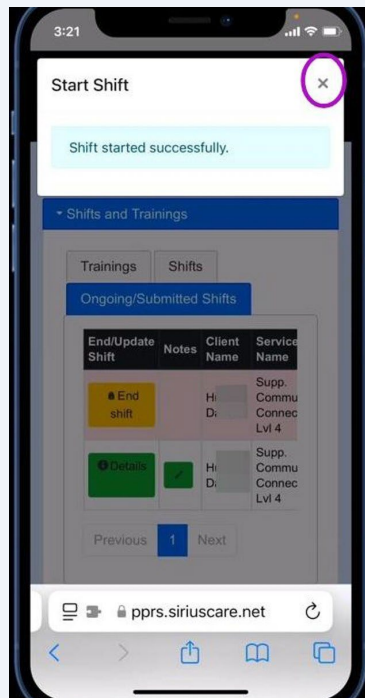


50

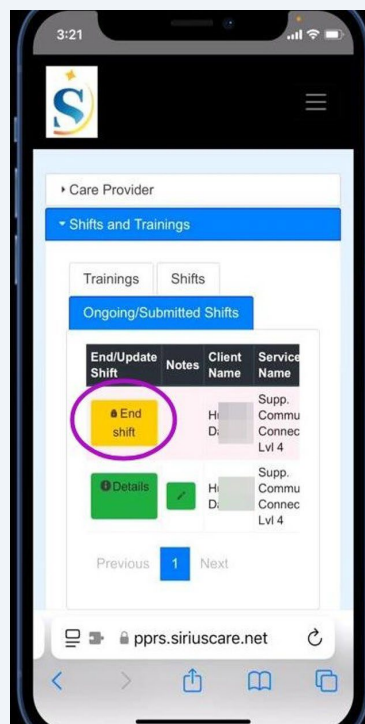
**After clicking "Allow" (and for future shifts, after clicking the 1st blue box), on this page you will see a banner that tells you how many hours the "Person Supported" has remaining for the current month. If "Location Services" are enabled, you will see coordinates. If they are there, you can click on the blue "Start Shift" box.**



**51** You will get a banner message: "Shift started successfully". Click the X.

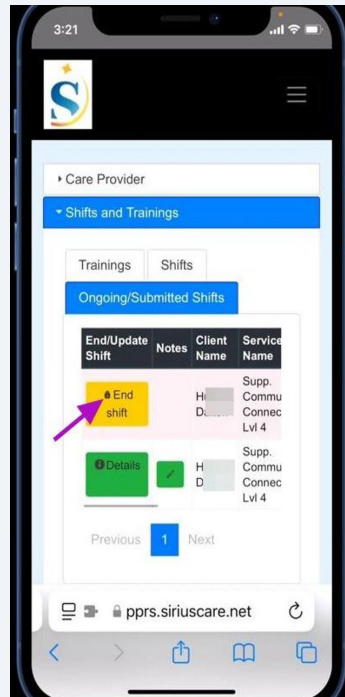


**52** You will now be in the "Ongoing/Submitted Shifts tab". You should see the shift you just started with a yellow "End Shift" box. Please logout of Sirius Care until end of shift.



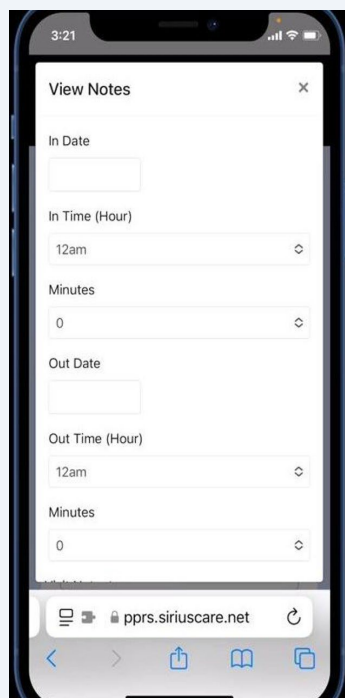
53

**Login. Click on your name. Then click on the "Ongoing/Submitted Shifts" tab to see your current open shift. Click the yellow box that says "End Shift".**



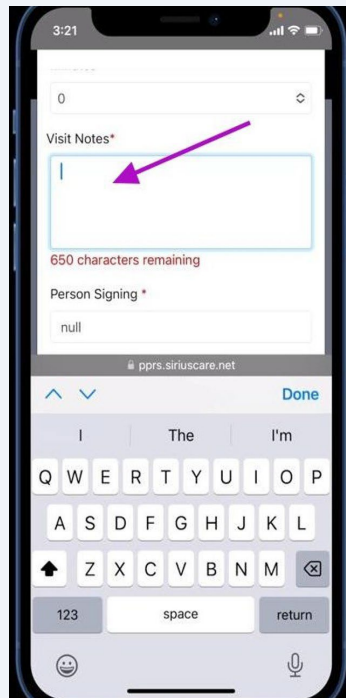
54

**For now, if needed, you can make changes to the date and time fields.**



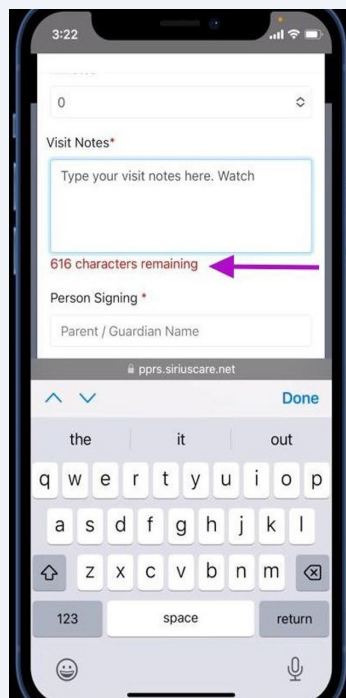
55

**"Visit Notes" is where you will enter details about your shift. Character limit has been removed.**



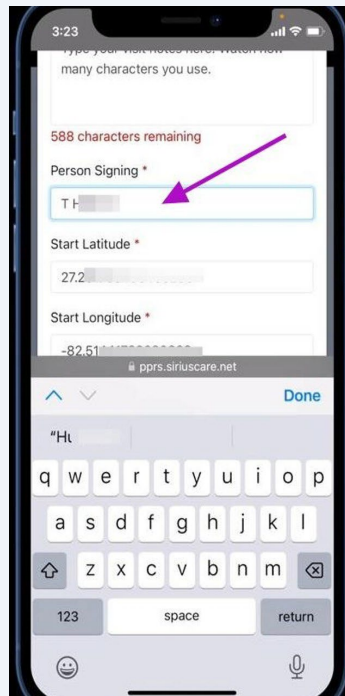
56

**~~Please watch the remaining characters. If you exceed 650, you can't end the shift. Please contact an administrator if you need assistance entering longer notes.~~**



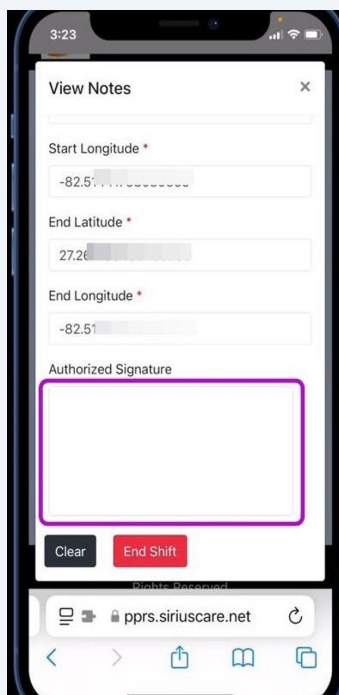
57

Next, type in the name of the "Person Signing". This is usually the primary caregiver of the "Person Supported".

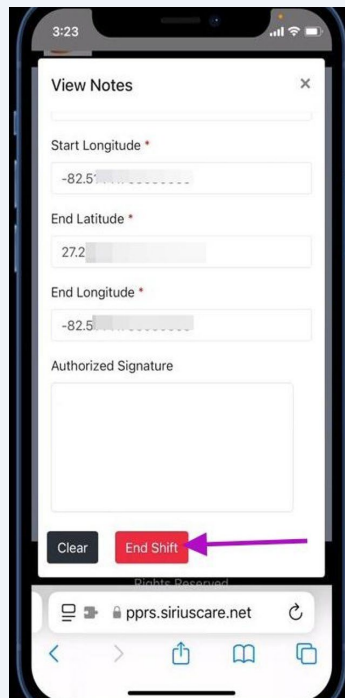


58

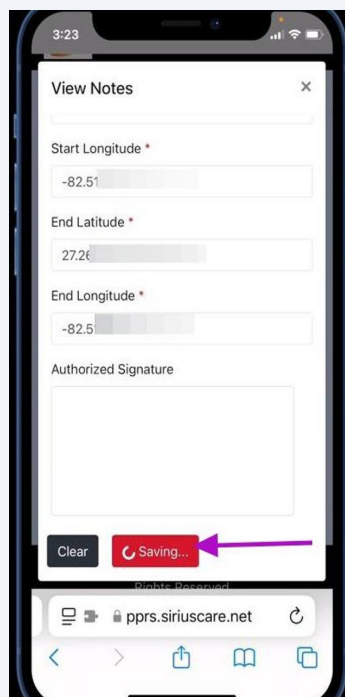
The coordinates should be filled in automatically. If the "Person Signing" is available, they would put their signature in the outlined box, or you can save without a signature and get it when you are there again. **ONLY PARENT or LIVE-IN Providers can sign their own shift!**



**59** With or without the signature, click on "End Shift" in the red box.

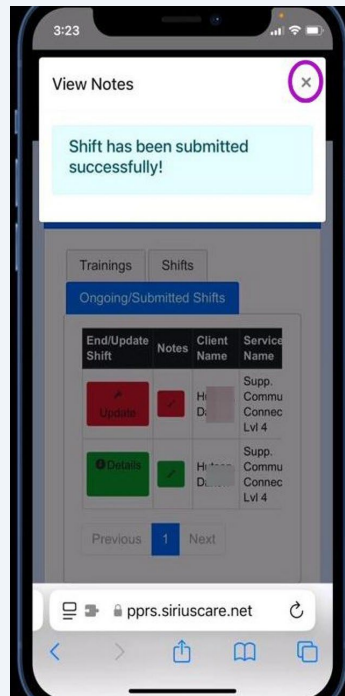


**60** The red box will then say "Saving".



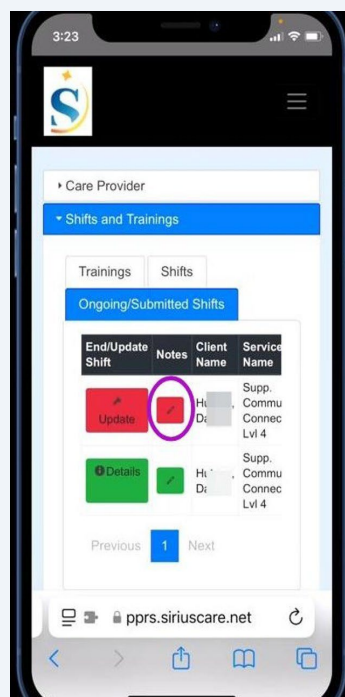
61

**You will get a banner message that says, "Shift has been submitted successfully!" Click the X.**



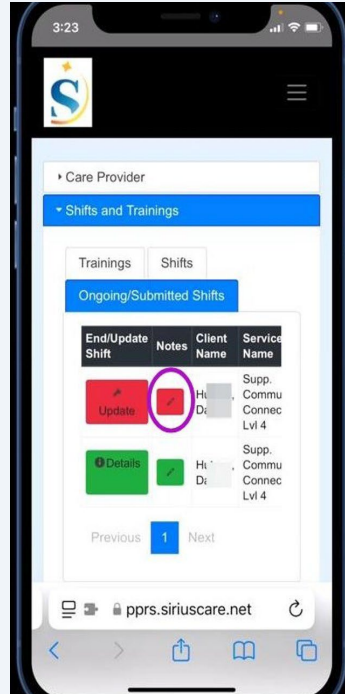
62

**You will be taken back to the "Ongoing/Submitted Shifts" tab. If you didn't get a signature the "Edit" box under the "Notes" column will be red.**



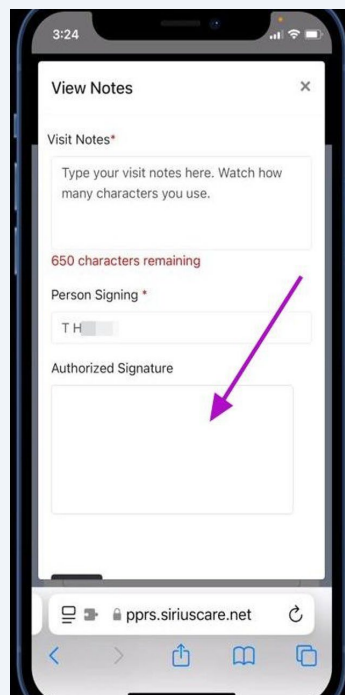
63

On your next visit with the Person Supported, login as usual, and click on the "Ongoing/Submitted Shifts" tab. Find the shift that requires the signature and then click on the red "Edit" box.



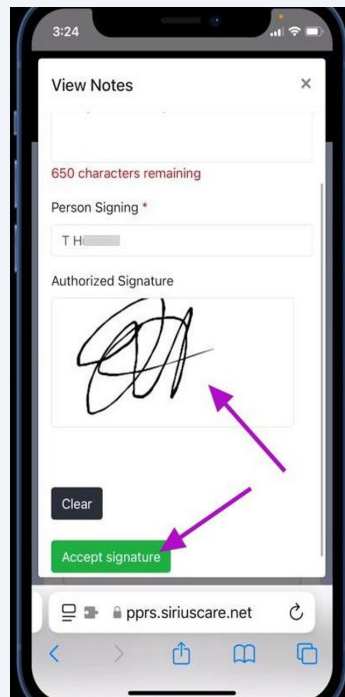
64

Scroll down to the "Authorized Signature" box and get the appropriate signature.





- 65** Then either the signer or you must click the green "Accept Signature" box.



- 66** If correctly done, getting the shift signed immediately or later, should present you with all green boxes for that shift when in the "Ongoing/Submitted Shifts" tab.

