



Accra Access Portal: Caregiver Toggle

Caregivers can now view their logged time in the Accra Access Portal! This document is intended as a visual guide for users that are both a Caregiver and a Responsible Party for a client.

Responsible Party/Caregiver View Toggle:

Users who are a Responsible Party but are also a caregiver will have two separate views in the Accra Access Portal: the Caregiver View, and the Responsible Party View. By default, the Accra Access Portal will launch in the Responsible Party View. To toggle between views, follow these steps:

- Select the drop-down menu which lists your name and initials.
- Once the drop-down menu appears, you will see the toggle that allows you to change between Caregiver View and the Responsible Party view.

The screenshot shows the Accra Access Portal interface. At the top, there is a navigation bar with the Accra logo on the left, a search bar containing "Harry Potter [033016]", and a user profile dropdown menu on the right. The dropdown menu is open, showing the user's name "KM Krista Meyers" and a "Caregiver View" toggle switch. The toggle is currently set to "OFF". Below the navigation bar, there are several sections: "Service Agreement Information" with a dropdown menu for "Agreement" (08/18/2023 - 04/04/2024 2450 [99999033117NP]), "Program Announcements" (No Current Announcements), "Budget Spending Rate" with a "Budget Snapshot" bar chart showing 1,560.00 hrs Available and 0.00 hrs Used, and "Key Information" with a table of contacts. At the bottom, there is a footer with contact information and a copyright notice.

Responsible Party	Name	Phone	Email
Responsible Party 1	Timothy Jones	(952) 935-3515	timothyjones@accracare.org
Responsible Party 2	Krista N Meyers	(612) 214-9936	kristameyers@accrahomework.org
2450 Service Coordinator	Gloria Kim	(763) 214-2141	GloriaKim@accracare.org
2450 Fax	(952) 935-7112		
Email 2450 Timesheets	MyTime@accracare.org		

12600 Whitewater Drive, Suite 100 Minnetonka, MN 55343 | accrahomework.org

Alexandria | Bemidji | Brainerd | Duluth | Fergus Falls | Grand Rapids | Lake City | New Ulm | Mankato | Minnetonka | Moorhead | Red Wing | Virginia