



Users who are both a Caregiver/Responsible Party

Caregiver View - when users who are both a caregiver and Responsible Parties log into the Accra Access Portal, they will see the portal in the Responsible Party view by default. If you wish to view the portal as a caregiver, select your initials at the top right-hand corner and then toggle on the "Caregiver View".

The screenshot shows the Accra Access Portal interface. At the top, there is a dark blue navigation bar with the Accra logo on the left. In the center of the navigation bar, it says "You are currently in your caregiver view". On the right side of the navigation bar, there is a user profile dropdown for "MP Michael Page" with a "Caregiver View" toggle switch that is currently turned on (indicated by an orange arrow). Below the navigation bar, there are sections for "Weekly Hours Submitted" (showing "0 Hours") and "Key Information" (listing contact details for Accra HR). The footer contains contact information for Accra Care, Inc. in Minnetonka, MN.

- **Responsible Parties looking for caregivers** - If you are acting in the Responsible Party role and wish to view caregivers and post a profile on behalf of the client, the "Caregiver View", should be turned off.
****You will know you are in Responsible Party view if the client's name and ID is listed in the top banner or drop-down menu.**
- **Caregivers looking for clients** - If you are looking for clients as the caregiver or wish to post a profile for other clients to view, you will want to be sure "Caregiver View" is turned on.
****After you have turned on the Caregiver View, a banner at the top should appear that reads, "You are currently in your caregiver view."**