



## TAKE ME HOME PROGRAM – USER INSTRUCTIONS

The San Diego County Sheriff's Department has developed this registration portal for use by San Diego County residents to collect information (data, picture, and contact information) about individuals with special needs (For example, people with autism, Alzheimer's patients etc.). San Diego County residents should use this web page to register a person with special needs. In cases where the special needs person is contacted by law enforcement, the system assists in providing accurate identification and emergency contact information to ensure their safe return home.

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# Creating An Account

**Take Me HOME PROGRAM**  
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

The San Diego County Sheriff's Department has developed this registration portal for use by San Diego County residents to collect information (data, picture, and contact information) about individuals with special needs (For example, people with autism, Alzheimer's patients etc.). San Diego County residents should use this web page to register a person with special needs. In cases where the special needs person is contacted by law enforcement, the system assists in providing accurate identification and emergency contact information to ensure their safe return home.

Before you begin, please read these [Instructions and Photo guidelines](#).

**Sign in to get started!** \*Indicates Required Fields

Your session timeout is: 180 minutes.

\*E-Mail Address:

\*Password:

☐ Remember me!

Don't have an account? [Sign Me Up!](#)

Forgot your password? [Forgot Password](#)

1. Click on the "Sign Me Up!" link.

# Creating An Account

https://apps.sdsheriff.net/tmhself/AddUser.aspx

Take Me Home Registration...

File Edit View Favorites Tools Help

## Take Me Home PROGRAM

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

### New User Sign-up. \*Indicates Required Fields

Please fill out the form to create a new account.

\*E-Mail Address: test@test.com

\*Password: ..... Strong

\*Confirm Password: ..... Strong

\*4 Digit PIN Number: 1234

Cancel Add Me

Back to Take Me Home Login!

The passwords you choose must:

- be at least 8 characters long.
- contain both upper and lower case characters.
- contain at least one numeric character.
- not repeat a previous password used on the account.
- not contain your account or full name.

1. Enter your E-Mail address. This E-Mail will be your log-in as well as the E-Mail that updates will be sent to.

2. Create a password. The password must:

- be at least 8 characters long
- contain both upper and lower case characters
- contain at least one numeric character
- not repeat a previous password used on the account
- not contain your account or full name

3. Re-enter the password into the Confirm Password field.

4. Create a PIN number. This PIN number will be used to confirm your identity in case your password is forgotten. The PIN number should be something easily remembered such as the last 4 digits of your SSN or your birthday (YYMM).

5. Click "Add Me"

You will receive a confirmation that you have been added to the system and now you are automatically logged in.

6. Click "Click Here to Continue"

# Recovering a Password

Take Me HOME PROGRAM  
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

The San Diego County Sheriff's Department has developed this registration portal for use by San Diego County residents to collect information (data, picture, and contact information) about individuals with special needs (For example, people with autism, Alzheimer's patients etc.). San Diego County residents should use this web page to register a person with special needs. In cases where the special needs person is contacted by law enforcement, the system assists in providing accurate identification and emergency contact information to ensure their safe return home.

Before you begin, please read these [Instructions and Photo guidelines](#).

**Sign in to get started!** \*Indicates Required Fields

Your session timeout is: 180 minutes.

\*E-Mail Address:

\*Password:

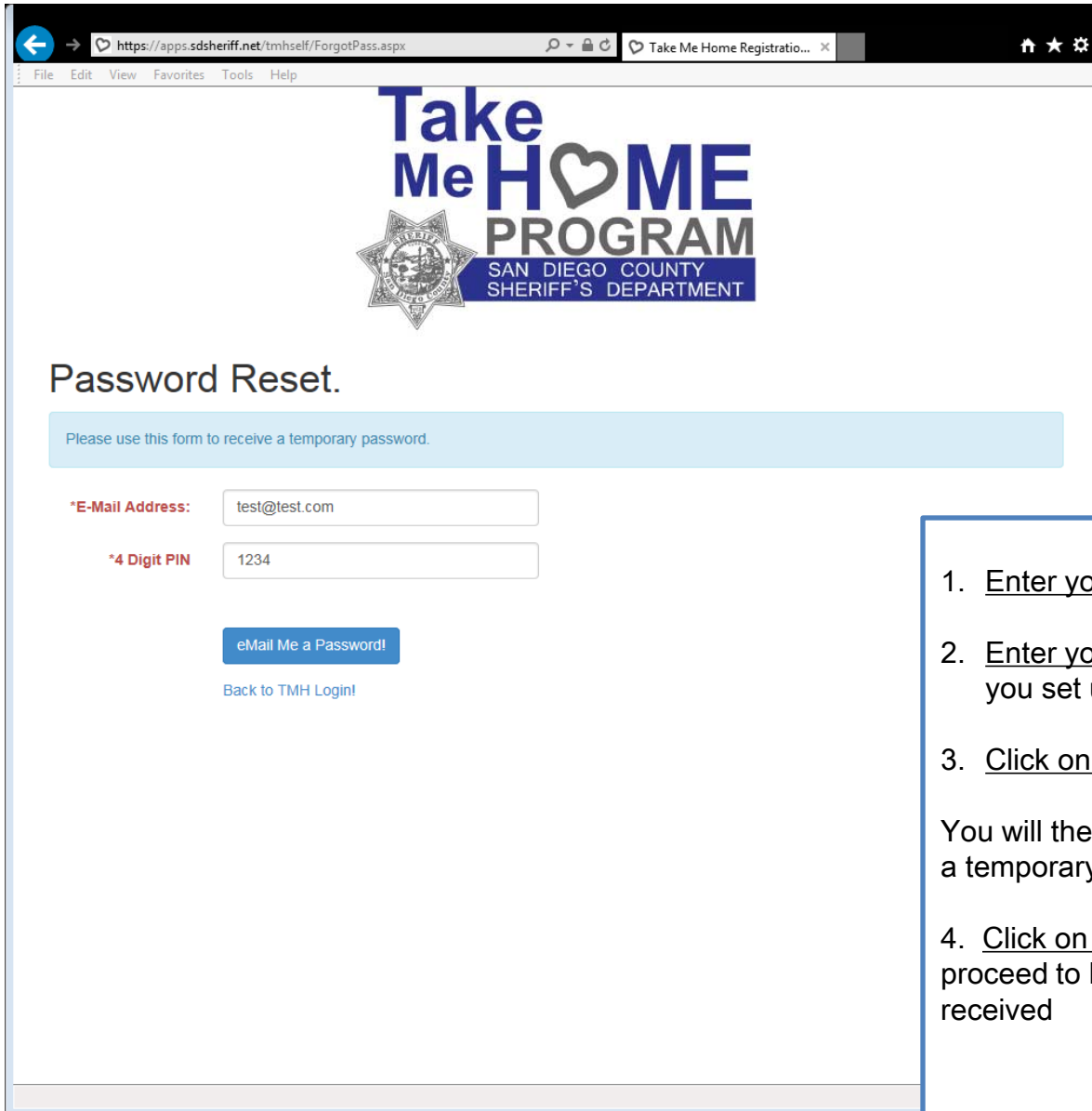
☐ Remember me!

Don't have an account? [Sign Me Up!](#)

Forgot your password? [Forgot Password](#)

1. Click on the "Forgot Password" link.

# Recovering a Password



The screenshot shows a web browser window with the address bar displaying <https://apps.sdsheriff.net/tmhself/ForgotPass.aspx>. The page features the 'Take Me HOME PROGRAM' logo, which includes a heart symbol and the San Diego County Sheriff's Department seal. Below the logo, the heading 'Password Reset.' is displayed. A light blue instruction box states: 'Please use this form to receive a temporary password.' The form contains two input fields: '\*E-Mail Address:' with the value 'test@test.com' and '\*4 Digit PIN:' with the value '1234'. A blue button labeled 'eMail Me a Password!' is positioned below the PIN field. At the bottom of the form, there is a link that says 'Back to TMH Login!'.

1. Enter your E-Mail address
  2. Enter your 4 digit PIN that was created when you set up your account.
  3. Click on “eMail Me A Password”
- You will then receive an E-Mail that will issue you a temporary password.
4. Click on the "Back to TMH Login!" Link and proceed to log in with the new password you received

# Recovering a Password

Take Me HOME PROGRAM  
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

## TMH Self-Registry, Change Password!

Please fill out the form to change your password.

\*E-Mail Address:

\*Old Password:

\*New Password:  Type your new password here  
Very Strong

\*New Password Confirm:  Re-Type your new password again here  
Very Strong

The password you choose must:

- be at least 8 characters long.
- contain both upper and lower case characters.
- contain at least one numeric character.
- not repeat a previous password used on the account.
- not contain your account or full name.

Once you are logged on with the temporary password you will be prompted to change your password.

1. Enter the Temporary password from the email into "Old Password"
2. Create a new password. The password must:
  - be at least 8 characters long
  - contain both upper and lower case characters
  - contain at least one numeric character
  - not repeat a previous password used on the account
  - not contain your account or full name
3. Re-enter the new password into the "Password Confirm" field.
4. Click on "Change Password"

# Registering a Person

The screenshot shows a web browser window with the URL <https://apps.sdsheriff.net/tmhself/Register.aspx?Operation=Del&id=b042cb>. The page features the "Take Me Home PROGRAM" logo with a heart symbol and the San Diego County Sheriff's Department seal. The user is logged in as **test@test.com** on 4/2/2015 at 3:51:32 PM. The page includes links for "My Account" and "Sign Out". A message states: "You may enter up to four persons into the TMH Self-Registry System. We encourage you to sign back in and update information about your registrations as frequently as necessary. If you need help, please read these [Instructions](#)." Below this, a red message says "You have not registered anyone yet!". A blue button labeled "Register a New Person" is visible. A red arrow points from a text box on the right to this button.

Take Me Home PROGRAM  
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:51:32 PM

You may enter up to four persons into the TMH Self-Registry System. We encourage you to sign back in and update information about your registrations as frequently as necessary. If you need help, please read these [Instructions](#).

You have not registered anyone yet!

[Register a New Person](#)

You are now ready to register a Take Me Home person

Click on "Register a New Person"

The Registration Form will appear for you to start entering information about the person.




# Registering a Person

← → https://apps.sdsheriff.net/tmhsself/Register.aspx?Operation=Add Take Me Home Self-Registr... ×

File Edit View Favorites Tools Help

My Account | Sign Out



Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:54:58 PM  
Please use this form to register or update a Take Me Home Person. If you need help, please see these [Instructions](#). \*Indicates Required Fields

Your session timeout is: 180 minutes.

Cancel

### Take Me Home Person

\*Last Name:

\*First Name:

Middle Name:

Suffix:  ☒

\*Name To Call Me:

\*Home Phone:

**Important!** It is recommended that you have a photo of the person available on the device or computer before you begin filling in the form. For details please see the “Uploading Photos” section.

Registering in “Take Me Home”

Enter "Last Name" (required)

Enter "First Name" (required)

Enter "Middle Name" (optional)

Enter "Suffix" (optional)

Enter "Name to Call Me" What name is the person you are entering most familiar with, a name that they would respond to if someone was calling out for them? (required)

Enter "Home Phone" (required)

# Registering a Person

The screenshot shows a web browser window with the URL <https://apps.sdsheeriff.net/tmhself/Register.aspx?Operation=Add>. The browser's address bar also shows a tab titled 'Take Me Home Self-Registr...'. The page has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into sections for 'Diagnosis/Disability', 'Address', and a map.

**\*Diagnosis/Disability:**

- ADHD
- ALZHEIMERS
- AUTISM/ASPERGERS
- BLIND/LOW VISION
- BRAIN INJURY
- CEREBRAL PALSY
- DEAF/LOW HEARING
- DIABETIC
- DOWN SYNDROME
- EPILEPSY/SEIZURES
- INTELLECTUAL DISABILITY
- MENTAL ILLNESS
- OTHER BRAIN ILLNESS
- OTHER DEVELOPMENTAL DISABILITY
- OTHER MENTAL DISABILITY
- PHYSICAL DISABILITY

**\*Hold Control key to select multiple options.**

**Address**

**\*Address Number:** 5575

**\*Address Street:** Overland Ave

**\*City:** SAN DIEGO

**\*County:** SAN DIEGO

**\*State:** CALIFORNIA

**\*Zip Code:** 92123

**Please Confirm this address!**  
5575 Overland Ave, SAN DIEGO, CA 92123

The map shows the location of 5575 Overland Ave, SAN DIEGO, CA 92123. The map includes labels for San Clemente, Clairemont Mesa Blvd, and other local streets. A red pin marks the location on the map.

Registering in "Take Me Home" continued.

Enter "Address Number" (required)

Enter "Address Street" The spelling of the street is very important in order for the system to verify the location to the correct point on a map (required)

Enter "City" (required)

Enter "County" (required)

Enter "State" (required)

Enter "Zip Code" (required)

After entering the zip code click anywhere on the screen and a pointer to a location on the map should appear.

# Registering a Person

← → <https://apps.sdsheeriff.net/tmself/Register.aspx?Operation=Add> Take Me Home Self-Registr...

File Edit View Favorites Tools Help

## Address

\*Address Number: 5575

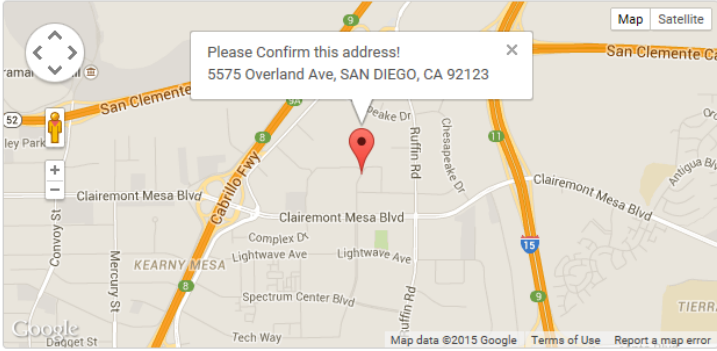
\*Address Street: Overland Ave

\*City: SAN DIEGO

\*County: SAN DIEGO

\*State: CALIFORNIA

\*Zip Code: 92123



\*Address Confirmation: Address displayed on the map above is correct.

IMPORTANT! Please confirm that the address you entered displays in the right place on the map above. If it does not display properly please double check your address and re-enter the zip code to try again.

WARNING! By selecting override you are acknowledging that information about the person you are registering may not be accessible in case of an emergency.

## Physical Description

100%

Registering in "Take Me Home" continued.

**Important!** Please confirm that the address you entered displays in the right place on the map. If it does not display properly please double check your address and try again if a correction is needed.

If you feel that you have entered the information correctly you have the option to override the map.

**Warning!** By selecting override you are acknowledging that information about the person you are registering may not be accessible in case of emergency.

# Registering a Person

The screenshot shows a web browser window with the URL <https://apps.sdsheriff.net/tmhself/Register.aspx?Operation=Add>. The page is titled "Physical Description" and "Special Information".

**Physical Description**

\*Date of Birth:  MM/DD/YYYY

Race:

Sex:

Height:

Weight:

Eye Color:

Hair Color:

**Special Information**

Home Type:

Wander Tendency:

Communication Method:   
HEARING DIFFICULTY  
LANGUAGE OTHER THAN ENGLISH  
NON-COMMUNICATIVE  
NONVERBAL  
PICTURE COMMUNICATION SYSTEM  
SIGN LANGUAGE ASL  
SPEECH DIFFICULTY  
VERBAL

Medication Endangered:

Spoken Languages:

Are there any medications that would endanger the participant's life if not taken on schedule?

Registering in "Take Me Home" continued.

Under Physical Description the only required field is "Date of Birth"

Enter "Date of Birth" (required) The format is MM/DD/YYYY

Special Information has no required fields.

# Registering a Person

Primary Contact

\*Relationship: CAREGIVER

\*Full Name: Jane Caregiver

\*Address: 5575 Overland Ave

\*City: San Diego

\*State: CALIFORNIA

\*Zip: 92123

\* At Least one of the three following contact phone numbers is required.

\*Home Phone: 555-555-5555

\* Mobile Phone:

\*Other Phone:

Email: test@test.com

Secondary Contact

Relationship:

Full Name:

Address:

City:

State:

Registering in “Take Me Home” continued.

Under Primary Contact please enter information about the person that should be contacted in case of an emergency.

Enter “Relationship” (required)

Enter “Full Name” (required)

Enter “Address” (required) This is a full address containing house number and street name.

Enter “City” (required)

Enter “State” (required)

Enter “Zip” (required)

Enter “Home Phone” or “Mobile Phone” or “Other Phone” (only one of the three is required)

Optionally you may enter a Secondary Contact.

# Registering a Person

Photo

\* Upload Photo:

Photo Guidelines:

- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

100%

Registering in “Take Me Home” continued.

For help about uploading a photo, please refer to the “Upload a Photo” Section at the end of this Document

Upload a Photo (required)

Photo Guidelines:

- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

# Registering a Person

Person.jpg  
Size: 19.87KB

\* Age in Photo in Years: 21

\* Photo Date: 03/18/2015

[+] Show Vehicle information Optional

Enrollment

Enrolled:

\*Closest Law Enforcement Agency: Ramona Sheriff Substation

Cancel Submit to TMH

Registering in "Take Me Home" continued.

Enter "Age in Photo in Years" (required) How old the person is in the photo.

Enter "Photo Date" (required) When the photo was taken

Enter Vehicle Information (optional)

Optionally enter information about a vehicle by clicking the [+] symbol. If the person that you are registering has a vehicle or has access to a vehicle that vehicle information should be registered in the Take Me Home system. Although the fields are not mandatory, the more information on the vehicle that is submitted the better chances on finding the Take Me Home person.

Select "Closest Law Enforcement Agency" (required) To better serve the community we need to know your "Closest Law Enforcement Agency".

**Very Important Last Step:**  
CLICK the "Submit to TMH" button!

# Registering a Person

← → <https://apps.sdsheriff.net/tmhself/Register.aspx?Operation=Edit&id=b042cb> Take Me Home Registratio... ×

File Edit View Favorites Tools Help

[My Account](#) | [Sign Out](#)

## Take Me HOME PROGRAM

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT


Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:48:49 PM

You may enter up to four persons into the TMH Self-Registry System. We encourage you to log back in and update information about your registrations as frequently as necessary. If you need help, please read these [Instructions](#).

You currently have **1 person** registered. To edit details or delete, please see below.

[Register a New Person](#)

Test Test Test



DoB: 03/18/1999  
Race:  
Sex:  
Height:  
Weight: lbs  
Eye:  
Hair:  
Enrolled: 4/2/2015 3:48:43 PM

[Edit](#) [Delete](#)

100%

Registering in "Take Me Home" continued.

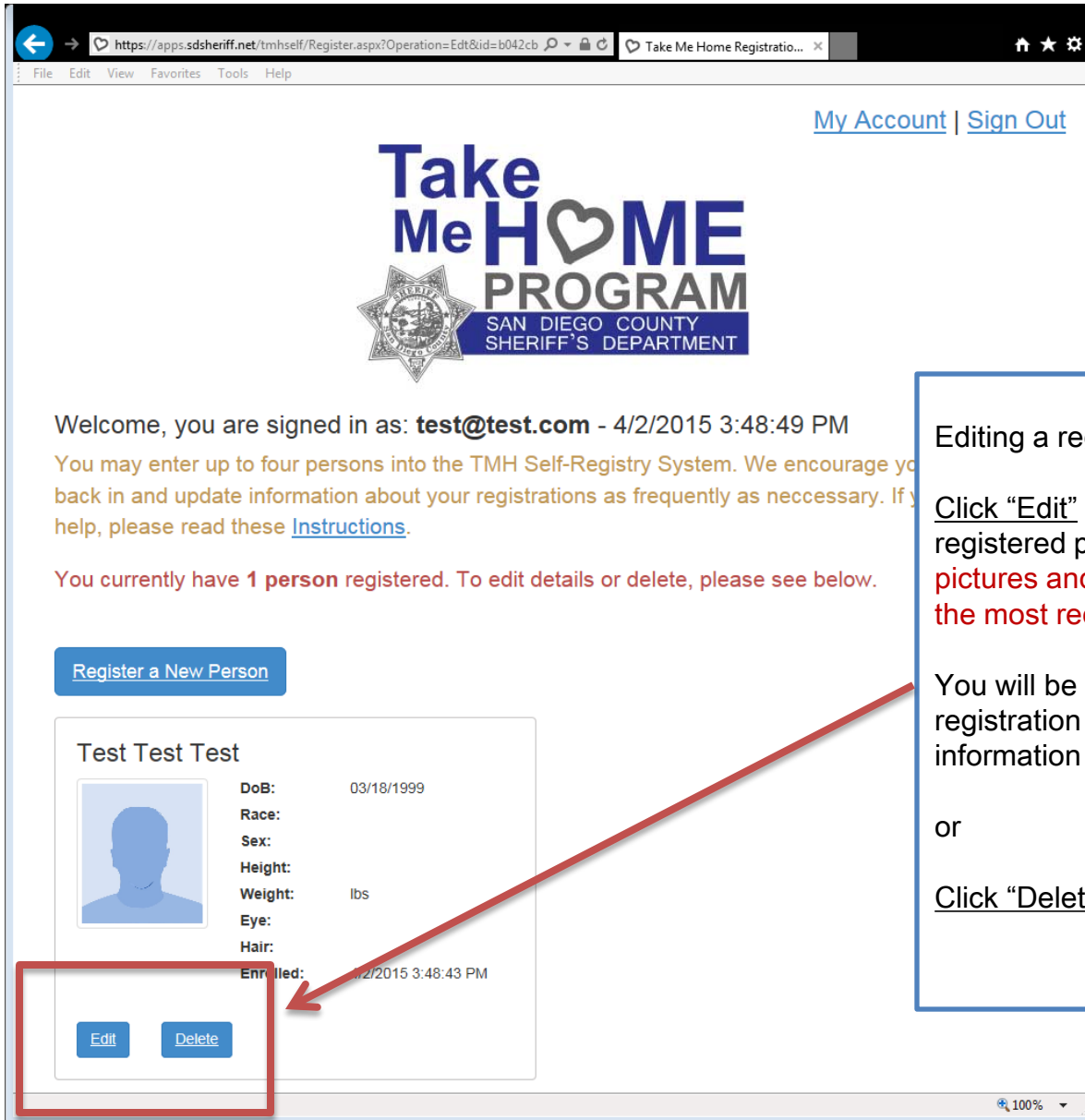
If everything was entered correctly you should now see registration card for the person you just entered, including their picture.

If there were any missed fields or other issues with your submission you will be prompted to fix any problems on the form. **Please note that you will have to enter the photo once again.**

You may register up to four (4) persons in this system.



# Editing or Deleting a Registered Person



The screenshot shows a web browser window with the URL <https://apps.sdsheriff.net/tmhself/Register.aspx?Operation=Edt&id=b042cb>. The page features the "Take Me Home PROGRAM" logo for the San Diego County Sheriff's Department. A user is logged in as **test@test.com** at 4/2/2015 3:48:49 PM. The page informs the user that they can enter up to four persons into the TMH Self-Registry System and encourages them to update information frequently. It states that the user currently has 1 person registered. A button labeled "Register a New Person" is visible. Below this, a registration card for "Test Test Test" is shown, containing a placeholder image and personal details: DoB: 03/18/1999, Race, Sex, Height, Weight: lbs, Eye, Hair, and Enrolled: 4/2/2015 3:48:43 PM. At the bottom of this card, "Edit" and "Delete" buttons are highlighted with a red box. A red arrow points from the text box on the right to the "Delete" button.

My Account | Sign Out

## Take Me Home PROGRAM

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT


Welcome, you are signed in as: **test@test.com** - 4/2/2015 3:48:49 PM

You may enter up to four persons into the TMH Self-Registry System. We encourage you to log back in and update information about your registrations as frequently as necessary. If you need help, please read these [Instructions](#).

You currently have **1 person** registered. To edit details or delete, please see below.

[Register a New Person](#)

Test Test Test



DoB: 03/18/1999  
Race:  
Sex:  
Height:  
Weight: lbs  
Eye:  
Hair:  
Enrolled: 4/2/2015 3:48:43 PM

[Edit](#) [Delete](#)

Editing a registered person in "Take Me Home"

Click "Edit" to change information about a registered person. **It is very important to keep pictures and information up to date so we have the most recent data in case of an emergency.**

You will be directed to a pre-filled version of the registration form and may change any information there.

or

Click "Delete" to delete a registration.

# Upload A Photo (Windows PC)

## Windows PCs

How to upload or update a photo from a Windows PC using Internet Explorer:

Photo

\* Upload Photo:  Browse...

Photo Guidelines:

- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

\* Age in Photo in Years:

\* Photo Date:  MM/DD/YYYY

Use a digital camera to take a photo of the person you want to register, and then download the photo to a location on your hard drive. Make sure you remember where to find it again later.

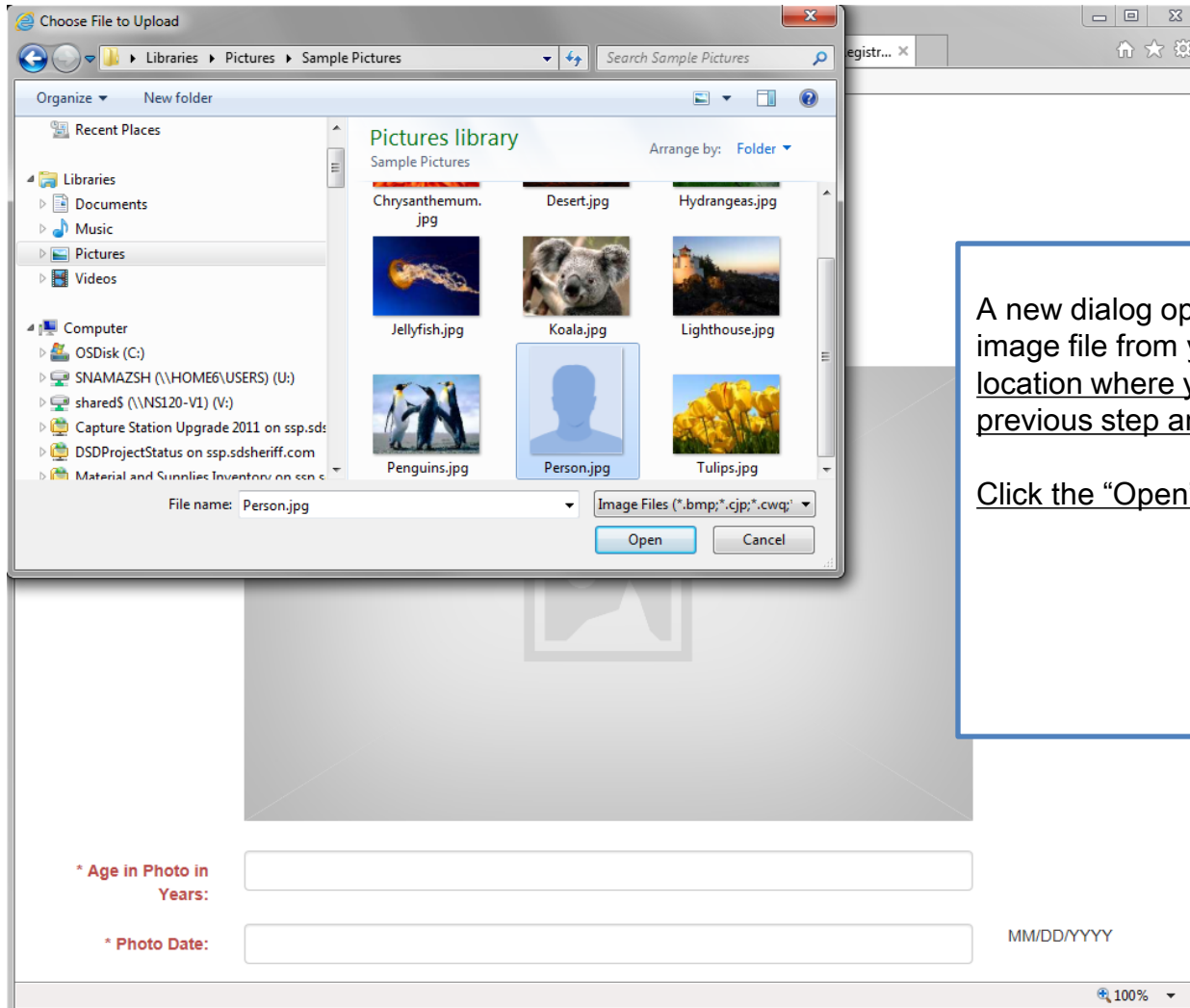
If you already have a photo on your PC you can skip this step.

Click "Browse" or "Choose File" (could vary depending on the Browser you use).

# Upload A Photo (Windows PC)

## Windows PCs

How to upload or update a photo from a Windows PC using Internet Explorer:



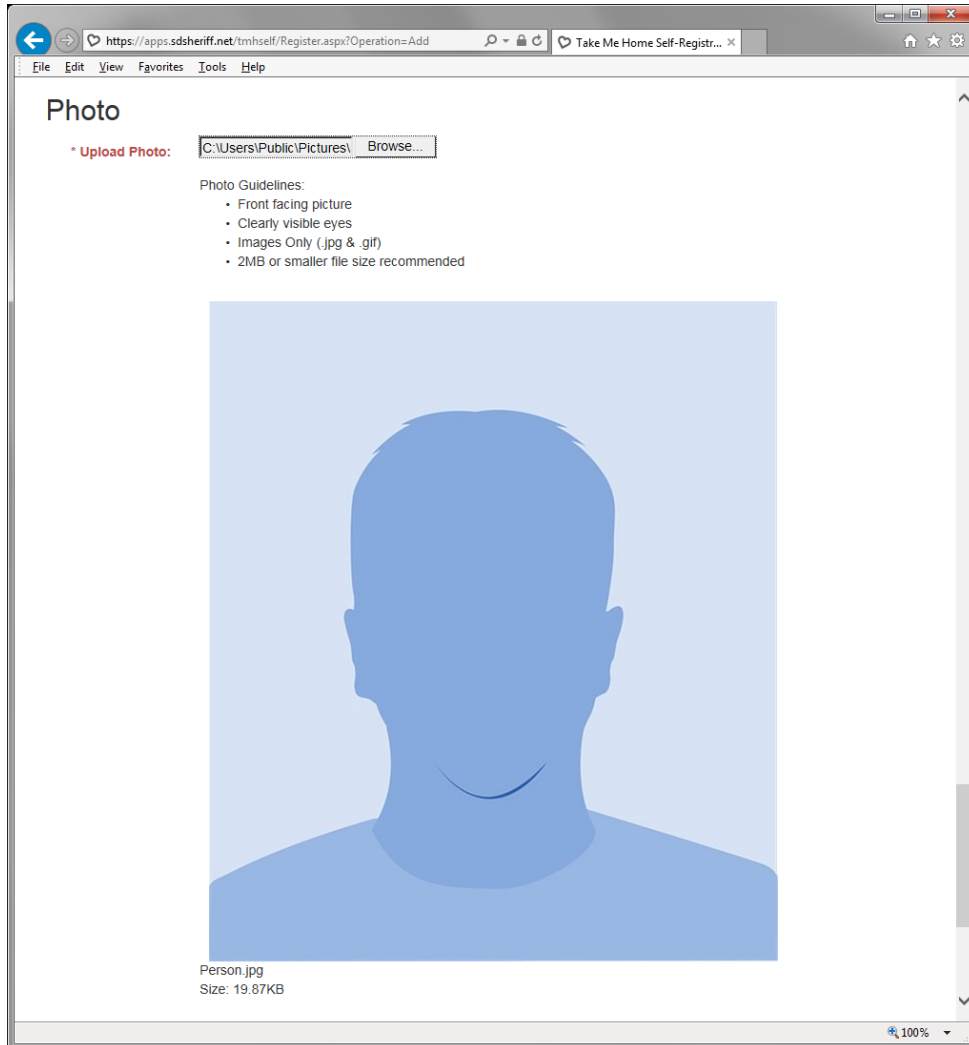
A new dialog opens up to allow you to choose an image file from your computer. Navigate to the location where you saved the photo from the previous step and select it.

Click the “Open” Button

# Upload A Photo (Windows PC)

## Windows PCs

How to upload or update a photo from a Windows PC using Internet Explorer:



The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

**Important!** The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.

# Upload A Photo (Apple)

## Apple Computers (OSX)

How to upload or update a photo from an Apple Computer using Safari:

Photo

\* Upload Photo: Choose File no file selected

Photo Guidelines:

- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

\* Age in Photo in Years:

\* Photo Date:  MM/DD/YYYY

Use a digital camera to take a photo of the person you want to register, and then download the photo to a location on your hard drive. Make sure you remember where to find it again later.

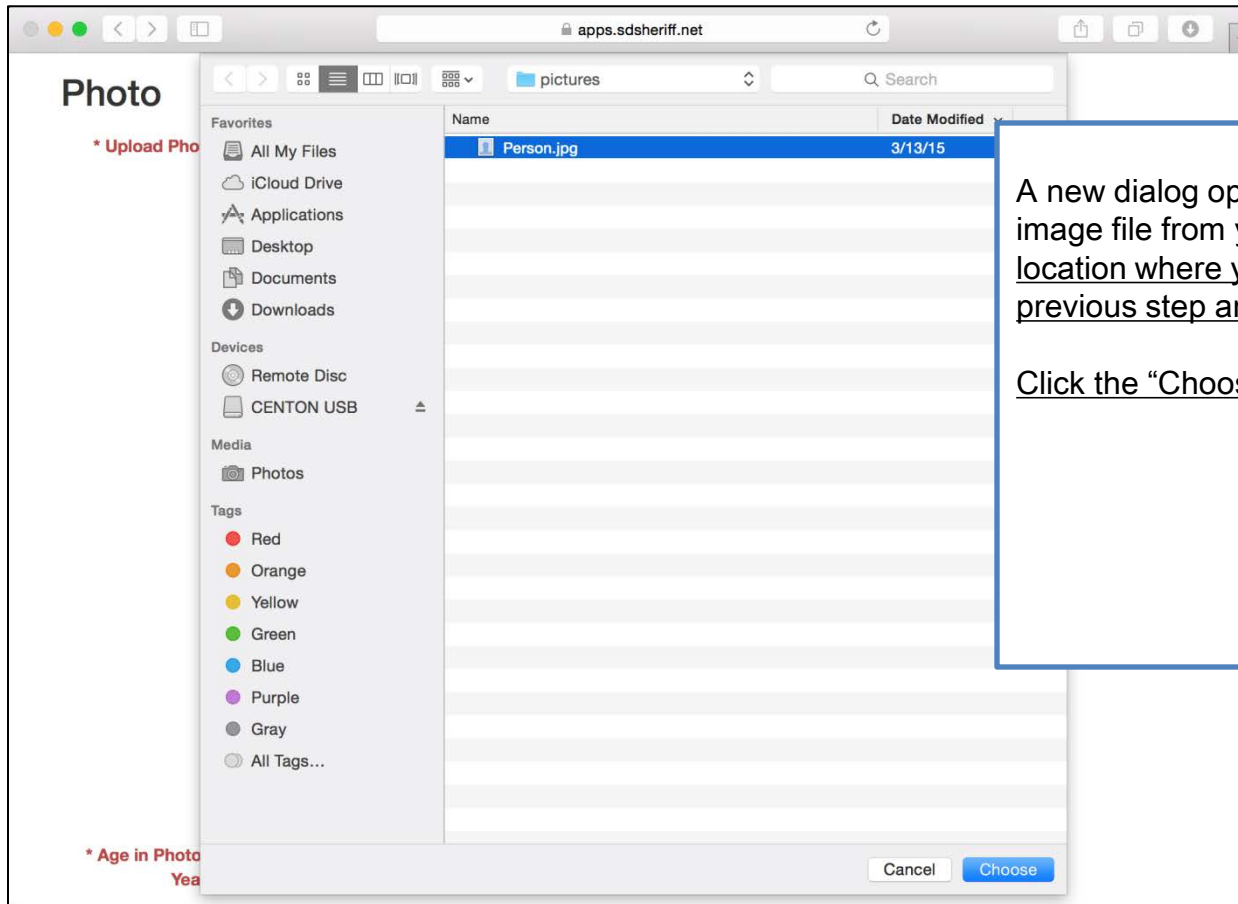
If you already have a photo on your MAC you can skip this step.

Click "Choose File" (could vary depending on the Browser you use).

# Upload A Photo (Apple)

## Apple Computers

How to upload or update a photo from an Apple Computer using Safari:



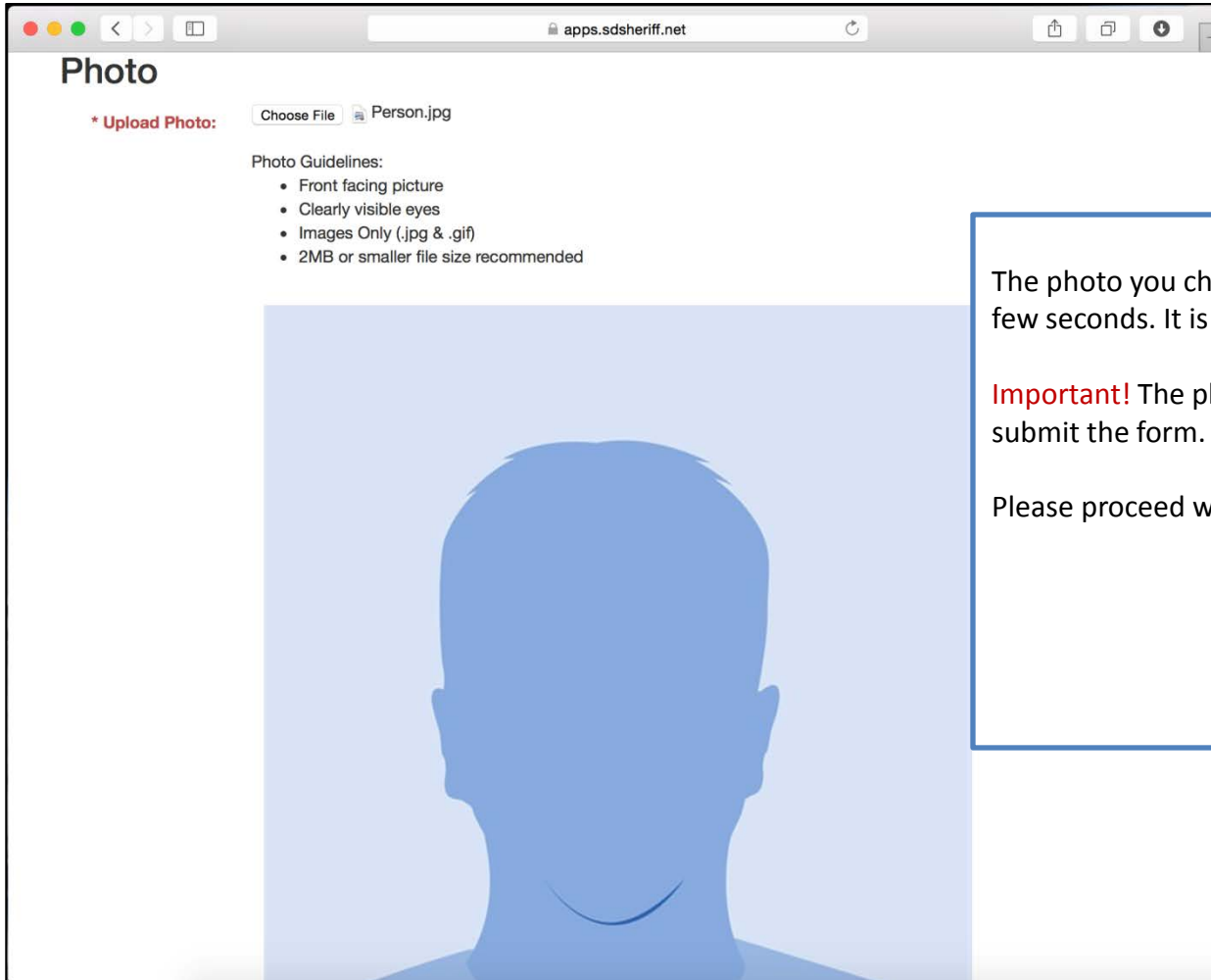
A new dialog opens up to allow you to choose an image file from your computer. Navigate to the location where you saved the photo from the previous step and select it.

Click the “Choose” Button

# Upload A Photo (Apple)

## Apple Computers (OSX)

How to upload or update a photo from an Apple Computer using Safari:



The screenshot shows a web browser window with the address bar displaying 'apps.sdsheiff.net'. The page title is 'Photo'. Below the title, there is a red asterisk followed by the text '\* Upload Photo:'. To the right of this text is a 'Choose File' button and a file name 'Person.jpg'. Below this, there is a section titled 'Photo Guidelines:' with a bulleted list: 'Front facing picture', 'Clearly visible eyes', 'Images Only (.jpg & .gif)', and '2MB or smaller file size recommended'. At the bottom of the page, there is a large blue silhouette of a person's head and shoulders, representing the photo preview area.

The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

**Important!** The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.

# Upload A Photo (iOS)

## Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:



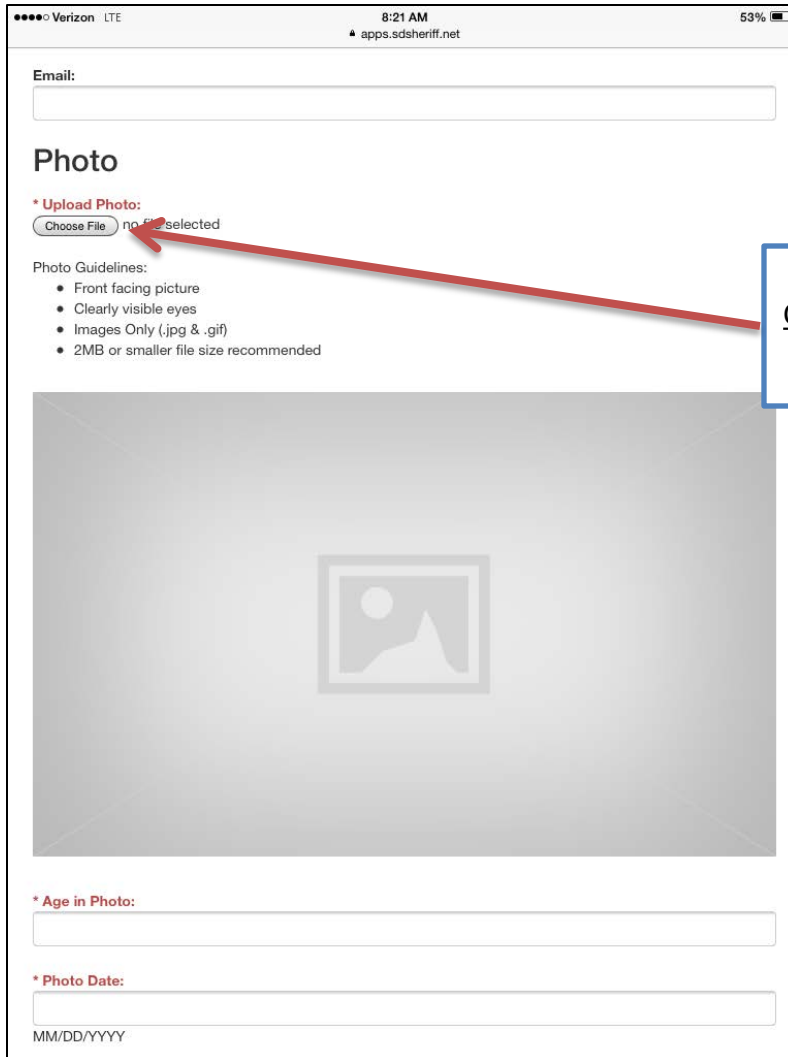
Use the iPad or iPhone Camera to take a picture of the person you would like to register before you begin registration.



# Upload A Photo (iOS)

## Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:



The screenshot shows a web browser interface on an iOS device. At the top, the status bar displays 'Verizon LTE', '8:21 AM', and '53%' battery. The address bar shows 'apps.sdsheriff.net'. The form includes an 'Email:' field. Below it is a 'Photo' section with a red asterisk and the text '\* Upload Photo:'. A 'Choose File' button is highlighted with a red arrow. To the right of the button, it says 'no file selected'. Below the button are 'Photo Guidelines:' which include: 'Front facing picture', 'Clearly visible eyes', 'Images Only (.jpg & .gif)', and '2MB or smaller file size recommended'. A large gray placeholder box with a photo icon is below the guidelines. At the bottom, there are two more fields: '\* Age in Photo:' and '\* Photo Date:', both with input fields and a 'MM/DD/YYYY' label.

Email:

Photo

\* Upload Photo:

Choose File no file selected

Photo Guidelines:

- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

\* Age in Photo:

\* Photo Date:

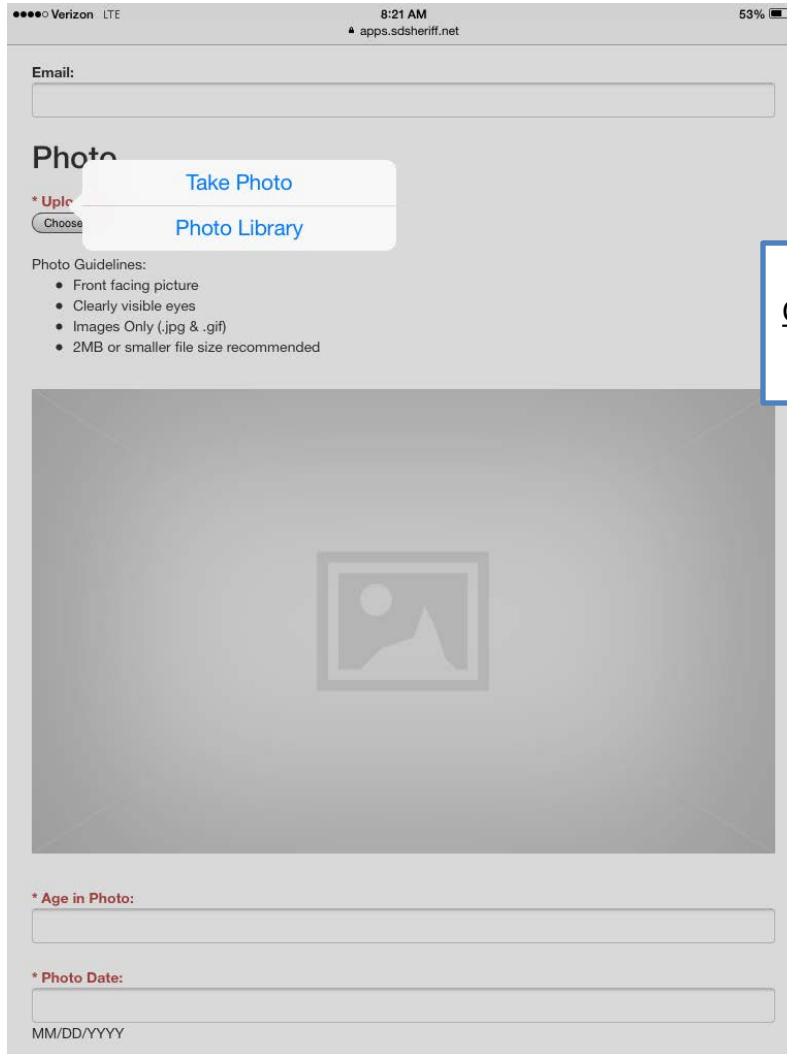
MM/DD/YYYY

Click or Tap "Choose File"

# Upload A Photo (iOS)

## Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:

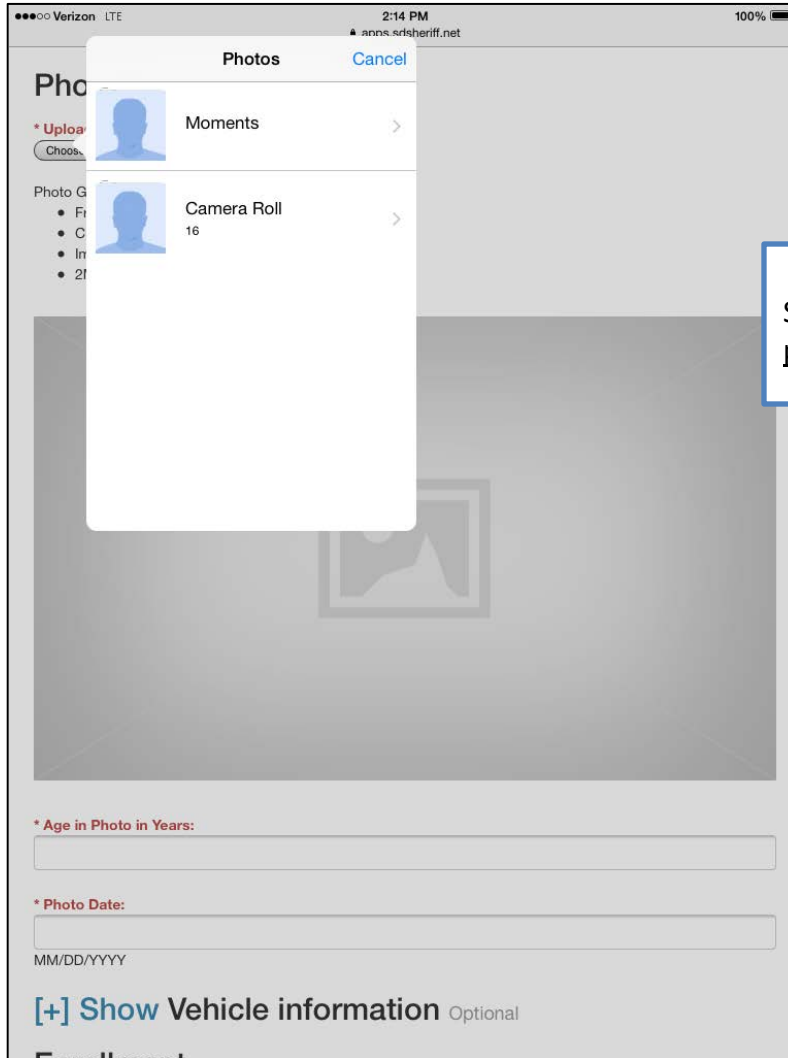


Click or Tap "Photo Library"

# Upload A Photo (iOS)

## Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:

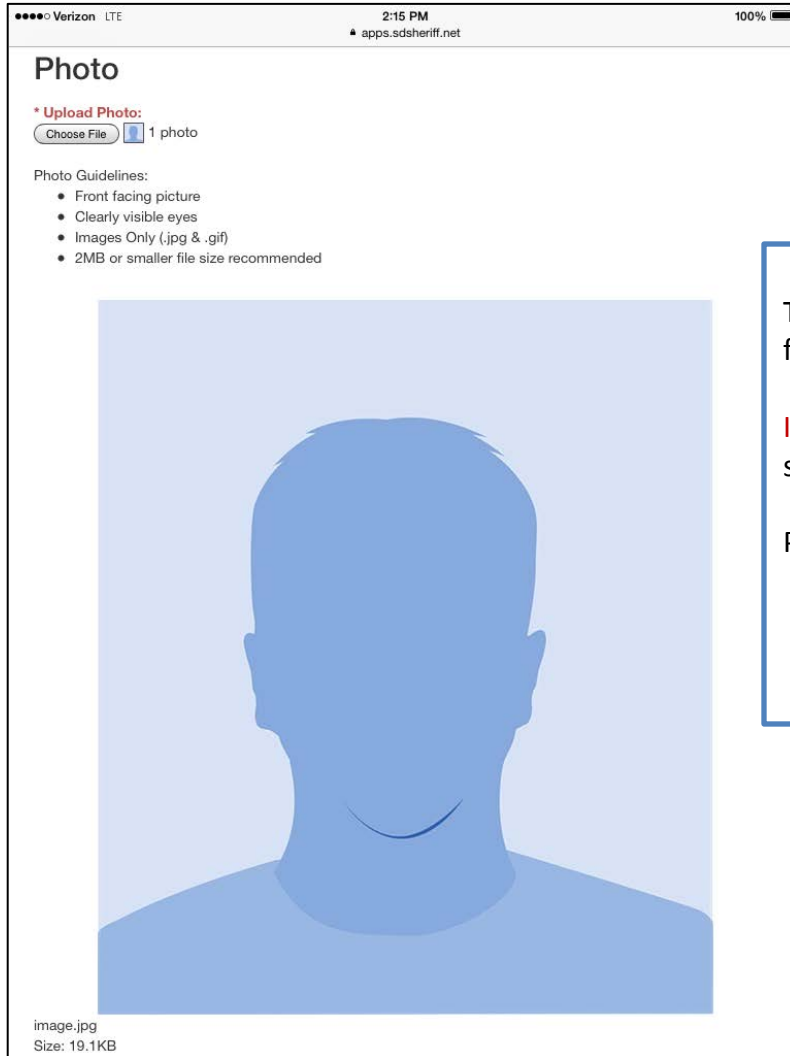


Select an album in the Photos menu, then choose the photo you took before.

# Upload A Photo (iOS)

## Apple iOS Devices

How to upload or update a photo from an Apple iPad or iPhone using the Safari Browser:



The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

**Important!** The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.

# Upload A Photo (Android)

## Android Devices

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

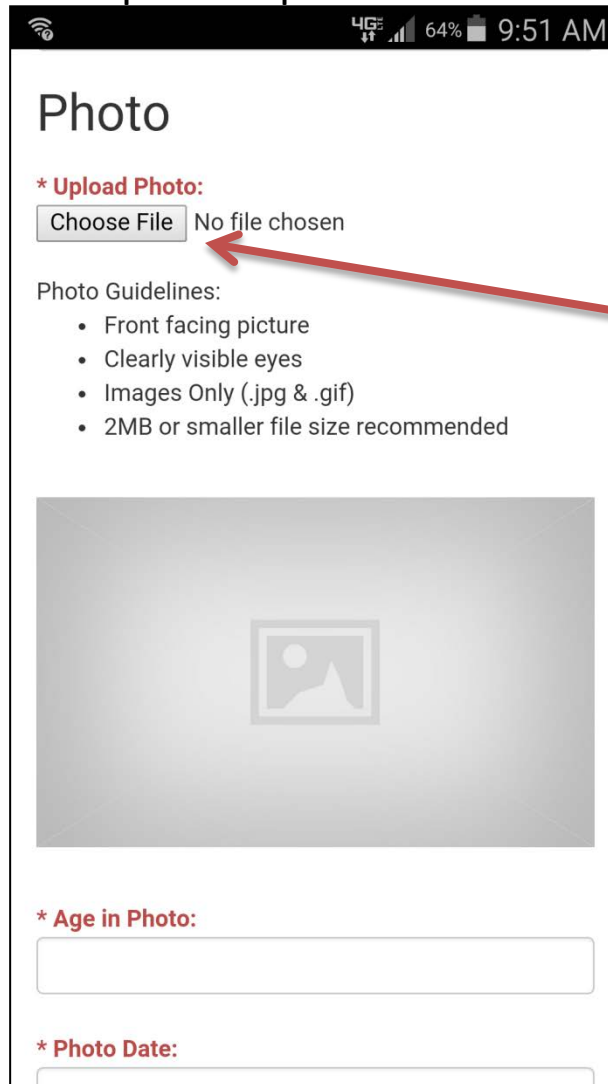


Use the Android Device Camera to take a picture of the person you would like to register before you begin registration.

# Upload A Photo (Android)

## Android Devices

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:



Photo

**\* Upload Photo:**

No file chosen

Photo Guidelines:

- Front facing picture
- Clearly visible eyes
- Images Only (.jpg & .gif)
- 2MB or smaller file size recommended

**\* Age in Photo:**

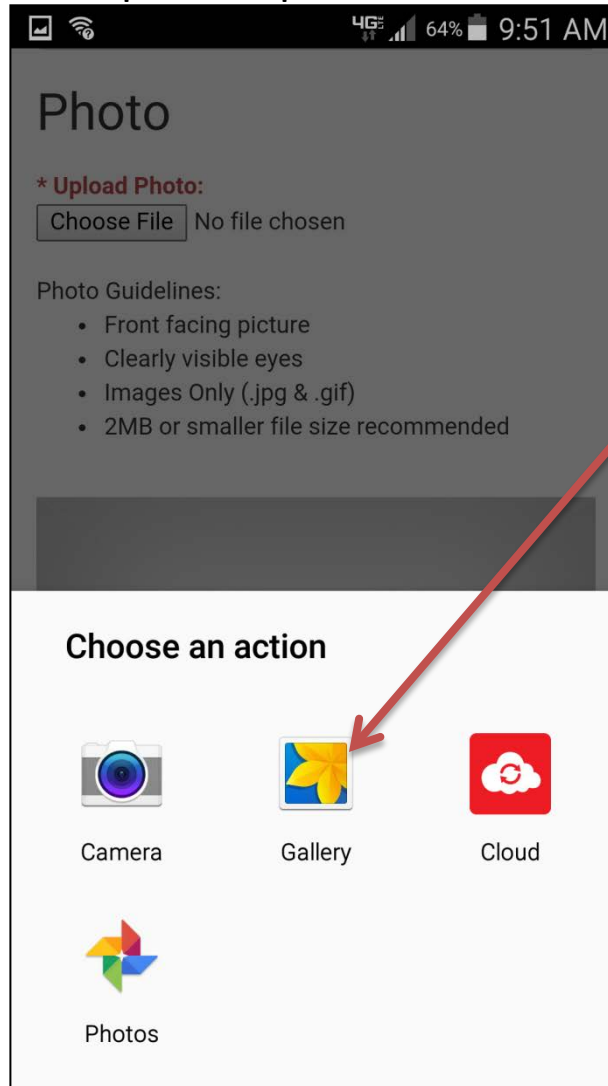
**\* Photo Date:**

Click or tap "Choose File"

# Upload A Photo (Android)

## Android Devices

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

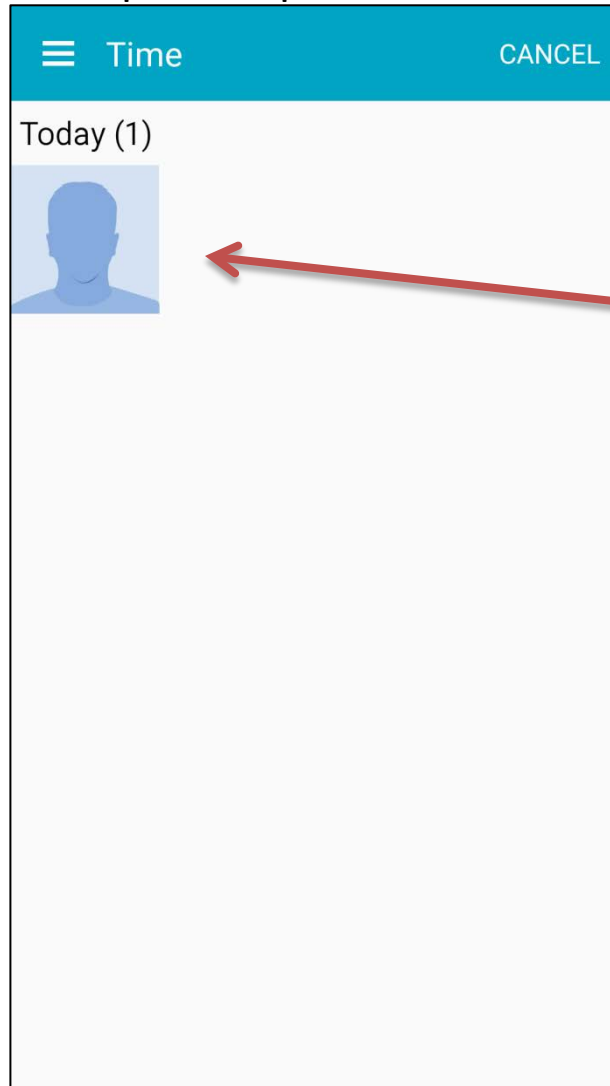


Click or tap "Gallery"

# Upload A Photo (Android)

## Android Devices

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:



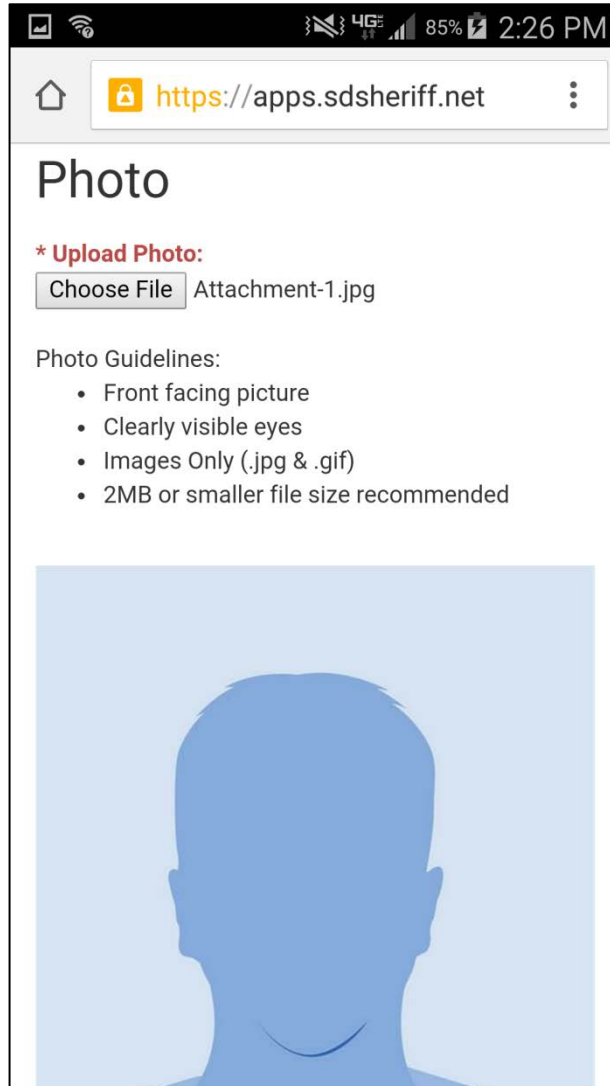
Select an album, then choose the photo you took before.



# Upload A Photo (Android)

## Android Devices

How to upload or update a photo from an Android Phone or Tablet using the Chrome Browser:

A screenshot of a mobile browser interface. The status bar at the top shows a Wi-Fi icon, signal strength, 4G LTE, 85% battery, and the time 2:26 PM. The address bar displays a home icon, a lock icon, the URL 'https://apps.sdsheiff.net', and a menu icon. The page title is 'Photo'. Below the title, there is a red asterisk followed by the text '\* Upload Photo:'. Underneath this is a 'Choose File' button and the text 'Attachment-1.jpg'. Below the file selection, there is a section titled 'Photo Guidelines:' followed by a bulleted list: '• Front facing picture', '• Clearly visible eyes', '• Images Only (.jpg & .gif)', and '• 2MB or smaller file size recommended'. At the bottom of the form is a large rectangular area with a light blue background, containing a dark blue silhouette of a person's head and shoulders, indicating where the photo will be previewed.

The photo you chose appears in the preview after a few seconds. It is now ready to be submitted.

**Important!** The photo is not uploaded until you submit the form.

Please proceed with the rest of the form.