



SCHOOL PERSONNEL USER GUIDE

Signup

Any school personnel can sign themselves up for BlueLoop by simply going to the website below, click SIGN UP, then SCHOOL PERSONNEL. Upon completing the short signup form, you are sent a welcome email with the next step, which is to get connected to your families.

<https://blueloop.mycareconnect.com>

Getting Connected to Family Accounts

When you signed up, 2 things happened.

- 1) You set up your own Username and Password – you'll need this to log into BlueLoop (same link as above).
- 2) You were assigned a "verification code", this 10-character code is important as it is your own personal code you give to any family in order to be able to access their Family BlueLoop account. This code is in your welcome email and can also be found on your account after logging in. See steps 1, 2 and 3.

← → ↻ 🏠 <https://blueloop.mycareconnect.com/app/School/VerificationCodes.aspx>

No student is currently selected.

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My Schools

Every school personnel is assigned a unique verification code for each school where they work. If there are two nurses at one school, each school personnel must still have his/her own verification code for that school.

To send a verification code to one of your student's parents/guardians, click email next to the name of the school below, then enter the parent's email address.

The parent will be given instructions to enter your verification code into their child's profile. Once they have done so, that child's name will appear in your list of students.

School	Code		
Richardson ISD	BIGSP001417	Print Code	Send Code/Info To Parent

Tell A School Personnel About BlueLoop

And by clicking this link you can even send a family, who does not yet have a Blueloop account, instructions on how to get started!

So what if my family keeps putting off signing up?

All you need is verbal permission from a parent and YOU CAN SIGN UP YOUR STUDENT. Or simply call us and we can set up the family account. The family sign up is on our homepage by clicking SIGN UP, then selecting FAMILY SIGN UP. Once a family account is created, and your school verification code is entered on their account (there is a field for that), then you are connected. When you log into your school personnel account, that child's name appears on your student list – just click on their name and you are taken directly into their account.

So what can I do in a student's BlueLoop account?

Within a student's account, you can make entries, view dosage information, view and upload documents, and more. While there is a lot of things you can do on BlueLoop, school personnel will spend the vast majority of their time on the **DAILY ENTRY** screen and the **MED PROFILE** screen (highlighted 1 and 2 below).

1) Daily Entry

2) Med Profile

Calculate Insulin

Target Blood Sugar: 130 mg/dL

Correction Factor: 80 mg/dL

Carbohydrate Factor: 10 g

Insulin Calculation: [] Units

Fast Acting Insulin: []

Slow Acting Insulin: []

Ketones: []

Use Insulin Calculation: []

Calories: []

Exercise Intensity: []

Exercise Duration: []

Submit Entry

Notification List

Pam Henry Mom

Ryan Henry Self

John Henry Dad

Gyasi Grey Lead Developer Stud

Jan Liska Patient Strategist Extraordinaire

John Garland ISD GARLAND ISD

Date Range: Last 30 Days

From: 2/10/2019 To: 3/12/2019

Refresh Export

Entered	Event	BG	CGM	Carbs	IOB	Fast	Slow	Calculator Value	Override Reason
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1) The **DAILY ENTRY** screen is where you make entries like the Blood Glucose (BG), carbs, ketones, etc..... or to simply write Mom a note, like, "We need more insulin up here by Friday."

We also have an **Insulin Calculator** for those that still need to do the math! Once the Medical Profile is complete with the required fields, it is very simple to get an accurate insulin dose based on the child's blood sugar, any carbs they are eating, and for those wearing a CGM (e.g. Dexcom), we also calculate the insulin dose adjustment based on the CGM trend arrow.

2) The **MED PROFILE** screen is where current dosages and medication administration information resides (per the doctor's orders), as well as the setup for the insulin calculator (if needed). With parent permission, YOU can make updates to the Medical Profile. If you need help setting up the insulin calculator, please contact us.

Questions?

We created BlueLoop for our own peace of mind after our daughter's T1D diagnosis in 2003. We appreciated the back and forth logging and instant communication between us and our school. Since then, we dedicated ourselves to helping other families and schools through our non-profit foundation (MyCareConnect).

We're here to help, so please contact us any time with questions, suggestions, or concerns!

Of course your students' parents are encouraged to contact us if there's anything they need, too!

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Our mission is supporting the physical and emotional well-being of children with diabetes, and those who care for them.