

WV Intranet Website - a Quick Overview

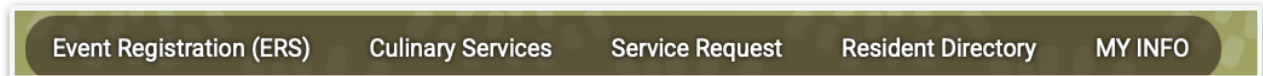
Difference Between Intranet Website and the Living Forward App

- **WV Intranet website** is available for residents and Smart Life individuals when logged in with an account, not available as an app
- **Living Forward app** - download from your App Store, Apple or Google. Uses a different login than you use for the WV Intranet. You will be given or should have been given a temporary password which you may change once logged in

Intranet Address: resident.willowvalley.org

Home Screen - View current News & Events

Top Menu bar - links to what might be the most frequently visited pages



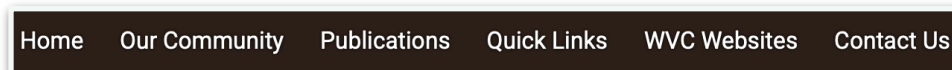
- **MY INFO** (navigate using sidebar links)
 - Corrections can be made in orange boxes
 - Away Card
 - Meal Plan - the plan **you** are currently using
 - Monthly Statements - last 3 months available, can be printed
 - Work Orders - submit one or view status of submitted work orders
- **Culinary Services** (navigate using the sidebar links)
 - Dining Venues
 - Meal Plan - same as in MY INFO
 - Menus - organized by Venues, can open a PDF and print
 - Online Take Out - Order Meals "To Go"
 - Reservations - start with a venue and change if you like. **Opens in a different website*
 - WVC Nutrition Analysis **Opens in a different website* Select a facility, date, meal and view the nutritional info for each item. If you have a food allergy, select the icon(s) in the sidebar and the list will remove foods containing the allergen(s).
- **Service Request**
 - Fills in your info
 - Select Work Category, Permissions, add other Work Details and Submit
 - Select View My Work Orders to check the status
- **Resident Directory**
 - Filter by resident location, gender to narrow results
 - In Search field, enter Last name or First name or Apt# - less is more

- Check Show Photos box if desired
- Team Member Directory - organized by Department, Campus and Building, or Search by Name
- **Event Registration (ERS)**

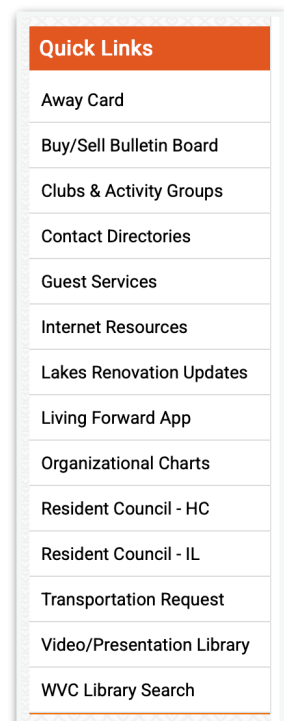


- 6 tabs will appear
 - **Renaissance** - events are detailed in the *Renaissance* magazine and if required, register here for an event or a class by using the *Go to the following section*: drop down menu to select a section as indicated in the Renaissance.
 - If you register for a class and cannot attend, please Cancel your Reservation under the MY INFO tab on the Event Registration page.
 - **Clubhouse** - if there are events scheduled here, they will be shown
 - **Extras**
 - **Shuttle Services** - View the calendar and register for transportation to various shopping locations in the area.
 - **Travel** - Day or multi-day travel events that are open for registration. Includes info provided with *The Insider* Travel section, *Renaissance* Travel events, and WV Travel Presentations and Publications.
 - Read and follow details carefully
 - **MY INFO** - Shows events you have registered for in the ERS. Cancel if you can't make it so someone on Standby can attend.

HOME - Black Menu Bar



- **Quick Links**
 - **Buy/Sell Bulletin Board** - have something to sell or give away? *Add new* to post it on the Community Bulletin Board, or look at what is available by other residents
 - **Clubs/Activity Groups** - Contact list includes existing clubs and their contact info, some have links to external websites
 - **Living Forward App**
 - **Transportation Request** - Need a ride to an outside medical appointment? Fill out this form to make those arrangements.
 - **WVC Library Search** - click a building to search for a book or DVD in that library



- **Our Community** - Everything You Always Wanted to Know About WVC, self explanatory

Publications Quick Links WVC

- Activity Publications
- Administrative Resources
- Communique
- Financial Publications
- Integrity Forward Newsletters
- Renaissance
- Safety Shorts
- Willow

- **Publications**
- **Activity Publications** for Weekly Insider, Monthly Calendar and Travel Publications
- Current and past **Renaissance** Magazines
- More

Our Community Publications

- Buildings and Grounds
- Communication and Resources
- Community Living and Your Residence
- Contact Directories
- Culinary Services
- Guest Services
- Health & Wellness
- Resident Life
- Safety and Security
- Support Services
- Supportive Living
- Technology
- Transportation
- Volunteer in Supportive Living

- **WVC Websites** - Internet websites

WVC Websites Contact Us

- IntegrityForward Hearing Solution
- Willow Valley Communities
- WVC Charitable Foundation

- **Contact Us**

Community Directory
Site Map
Campus Map

Contact Us

Comments / Suggestions

- **Search (keep it simple)**

Site Search

search for anything search

Need additional Assistance?

Contact the Resident Life Coordinator for your area.

Heather Nelson – Spring Run and Southpointe

Michelle Murch – Manor, Providence Park and Vistas

Kelly Fernandez – North and Garden Apartments

Kelsey Murray – Lakes, Gables, Midrise & Villas