



How you get started with PictureMyLife's Diary.

A manual for administrators and subscribers.

PictureMyLife's Diary

A safe, user-friendly and image-based communication platform for children, young people and adults in need of cognitive support.

1. Start by entering picturemylife.se



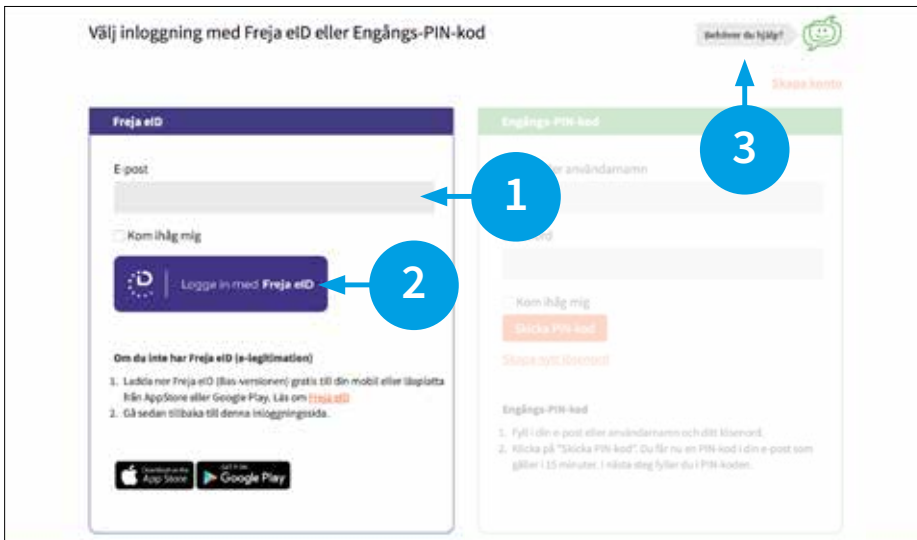
1. Click the orange button on the home page to register, "Prova Dagboken Gratis 1 månad"/"Try the Diary for free for 1 month".

2. Create an account on PictureMyLife

Fill in your information:

1. Tick one of the boxes:
 - "I represent a school or caregiver."
 - "I am a custodian/trustee."
 - "Other."
2. First name
Last name
E-mail
Phone number
3. Read and approve PictureMyLife's General Terms and Privacy Policy.
4. Click the orange button "Skapa konto"/"Create Account".

3. Choose to login with **Freja eID** or **one-time PIN code**



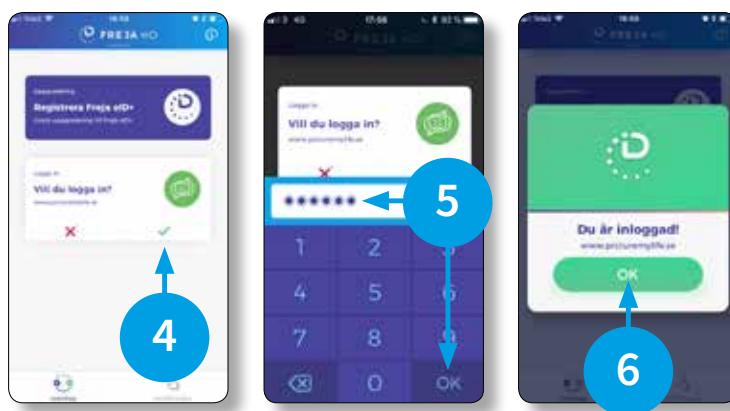
Log in with Freja eID

1. Enter your e-mail address.
2. Click on the purple button "Log in with Freja eID".
3. If you need help, click on the link.

If you have not downloaded the Freja eID app:

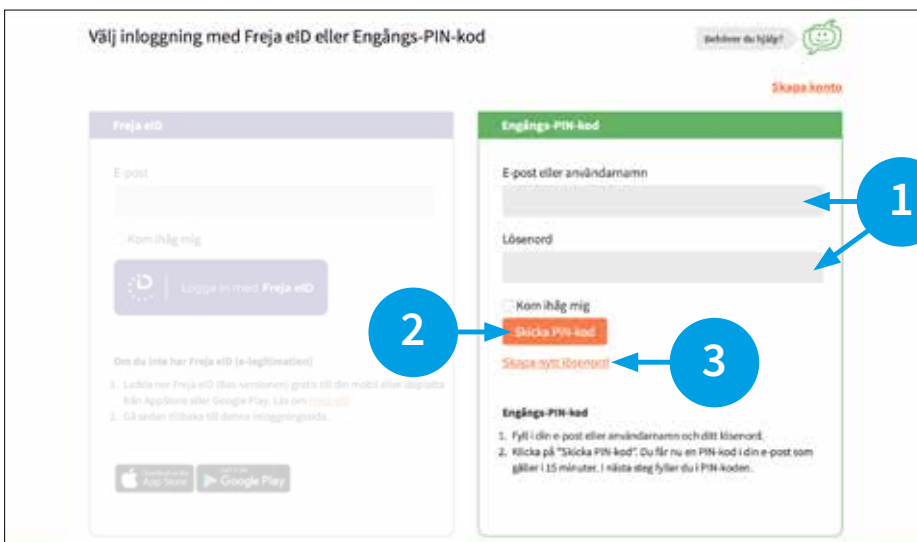
Read on page 3 in this pdf how to download the e-ID for your mobile.

Then continue the login, read below.



Open the Freja eID app in your mobile.

4. Click on the green check mark and confirm that you want to log in.
5. Enter your PIN and click "OK".
6. Confirm the login by clicking "OK".



Log in with one-time PIN code

1. Fill in your e-mail address or username and password.
2. Click on "Skicka PIN-kod"/ "Send PIN". You will now receive a one-time code to your e-mail address that you use to log in. The PIN is valid for 15 minutes.
3. If you have forgotten your password you can click on "Skapa nytt lösenord"/ "Create new password".



Once you receive the one-time PIN code, go to the PictureMyLife login page.

4. Fill in the PIN code you received.
5. Finish by clicking on "Bekräfta PIN-kod"/ "Confirm PIN code".

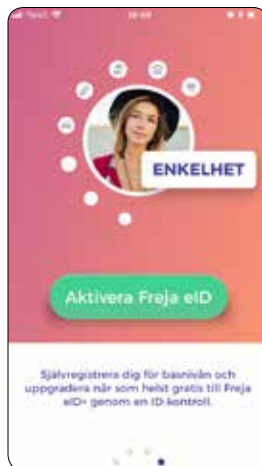
4. Download the Freja eID to app to your mobile (you only do this once)

NOTE! You only need to download the regular Freja eID, **you don't need Freja eID+.**



1. Start by accessing the App Store (iOS) or Google Play (Android).

Download the Freja eID app for your mobile, free of charge.



2. Activate the app.

Click on the green button "Activate Freja eID".



3. Read and approve Freja eID's General Terms and Privacy Policy.

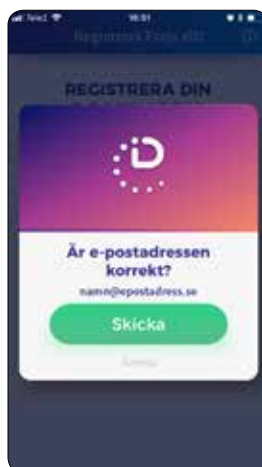
Finish by clicking on "Godkänn"/"Accept".



4. Register your e-mail address.

Enter your e-mail address in the white box.

Finish by clicking on "Skicka"/"Submit".



5. Confirm that the e-mail address is correct.

Finish by clicking on "Skicka"/"Submit".

You will now receive an e-mail from Freja eID that you must confirm within 10 minutes.



6. Register your personal PIN.

The PIN code must contain at least 6 digits.

Finish by clicking on "Bekräfta"/"Confirm".

Remember to keep your PIN secret!

You can also log in with fingerprints.

The download of the Freja eID app is now completed.

5. Create a Diary for the Diary Holder

For whom do you want to create the Diary?

1. Fill in the Diary Holder's first and last name.
2. Finish by clicking on "Skapa Dagbok"/"Create Diary".

6. Invite people to the Diary

Invite people.

1. Fill in the e-mail address of the person you want to invite.
You can invite 20 people to each Diary.
2. Specify the authority level that the invited person should have; Mini, Midi, Maxi or Maxi Plus.
On page 5 you can read about the different levels.
3. Finish by clicking on "Bjud in"/"Invite".

The Diary is now ready to use!

1. A simplified version of the Diary is automatically created for the Diary Holder. The username appears in the box.
2. Click on the profile picture in the Diary to change the Diary Holder's login details.
Here you can also upload a new profile picture and write important information about the Diary Holder.

Authority levels in the Diary

The Diary Holder and the Administrator

The Diary Holder

The DIARY HOLDER is the person that the Diary is created for, i.e. children, young people or adults in need of cognitive support.

The Diary Holder has the authority to: make posts, edit own posts and comment.
The Diary Holder cannot: delete his or her own posts or posts made by others'.
Cannot invite and cannot read "Important information".

The Administrator

The ADMINISTRATOR (Admin) is the person who subscribes to the Diary and has administrative responsibility.

Admin has the authority to: start a Diary. Post, comment, edit and delete own and others' posts. Invite or delete invited. Change level/authority for invited and read and edit "Important information" about the Diary Holder. Admin can assign himself certificates to log in as the Diary Holder and hand out certificates to Maxi-authorized.

Authority levels for people invited to the Diary

Maxi Plus

MAXI Plus

Recommended for: Caretaker and **trustee**.

NOTE! Only two users per Diary can have a MAXI Plus-level.

Maxi Plus has the authority to: post, comment, edit and delete own and others' posts. Invite or delete invited. Change authority for an invited person. Read and edit "Important information" about the Diary Holder. Maxi Plus can assign him or herself certificates to log in as the Diary Holder and can hand out certificates to Maxi-authorized.

Maxi

MAXI (High authority level)

Recommended for: Close relatives and staff with high responsibility.

Maxi has the authority to: post, comment, edit and delete own and others' posts. Invite or delete invited. Change authority for an invited person. Read and edit "Important information" about the Diary Holder. Maxi can also receive certificates (from Admin and Maxi Plus authorized) to log in as the Diary Holder.

Midi

MIDI (Normal authority level)

Recommended for: Staff, support persons and relatives.

Midi has the authority to: post, comment, edit and delete own posts and read "Important information" about the Diary Holder.

Midi cannot: edit or delete others' posts and cannot invite people.

Mini

MINI (Limited authority level)

Recommended for: Support persons and relatives.

Mini has the authority to: post, comment, edit and delete own posts.

Mini cannot: edit or delete other people's posts, cannot invite and cannot read "Important information" about the Diary Holder.



How you get started when you have been invited to **PictureMyLife's Diary**.

PictureMyLife's Diary

A safe, user-friendly and image-based communication platform for children, young people and adults in need of cognitive support.

1. You will receive a personal invitation to your e-mail address

Inbjudan

Hej!

Välkommen till PictureMyLife! Du är inbjuden av **Namn Efternamn** till **Oscar Karlssons Dagbok**.

Dagboken är en digital kontaktbok som förenklar kommunikationen för personer med behov av kognitivt stöd. Du kan nu vara med och göra inlägg och kommentera.

1 → [klicka här](#) för att komma igång och följ sedan anvisningarna.

Har du frågor, hör gärna av dig till support@picturemylife.se.

PictureMyLife använder Freja eID för säker inloggning [läs mer här](#).

Med vänliga hälsningar,
PictureMyLife Communication AB

1. Click on the blue link in the e-mail to access the PictureMyLife website and follow the instructions.

2. Welcome to PictureMyLife – start by filling out the form

Välkommen till Oscar Karlssons Dagbok

Fyll först i formuläret, sedan kan du logga in i Dagboken.

1 → Jag representerar en skola eller verksamhet
 Jag är vårdnadshavare/god man
 Annat

Ditt förnamn *

Ditt efternamn *

E-post *

Telefonnummer
 (Din telefonnummer)

2 →

3 → Jag har läst och godkänner [Användarvillkoren](#) *
 Jag har läst och godkänner [Integritetspolicy](#) *
 Ja tack, jag vill gärna få nyhetsbrev från PictureMyLife ca 1 gång per månad.

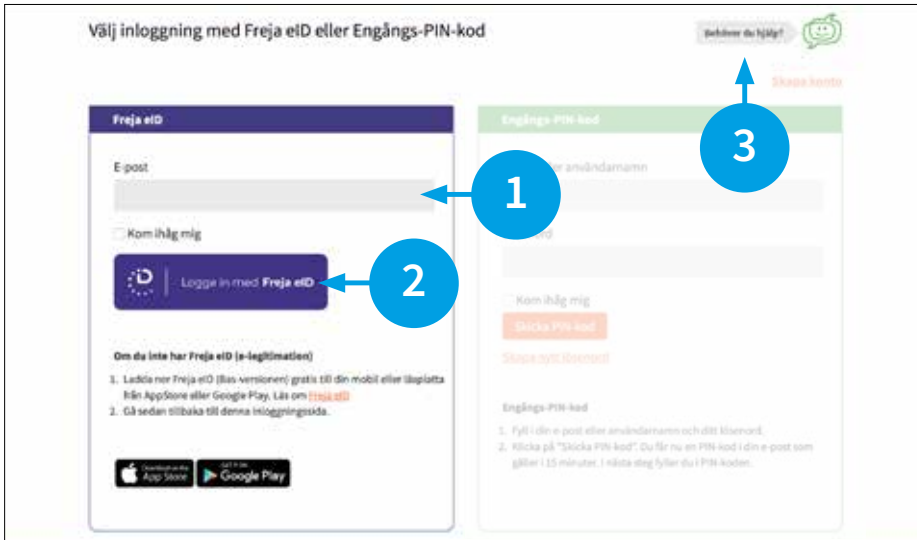
4 →

1. Tick one of the boxes:
 - "I represent a school or caregiver."
 - "I am a custodian/trustee."
 - "Other."

Fill in your information:

2. First name
Last name
E-mail
Phone number
3. Read and approve PictureMyLife's General Terms and Privacy Policy.
4. Click the orange button "Skapa konto"/"Create Account".

3. Choose to login with **Freja eID** or **one-time PIN code**



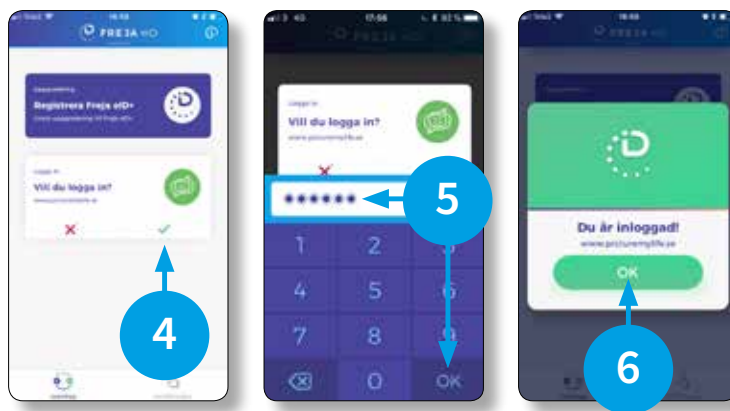
Log in with Freja eID

1. Enter your e-mail address.
2. Click on the purple button "Log in with Freja eID".
3. If you need help, click on the link.

If you have not downloaded the Freja eID app:

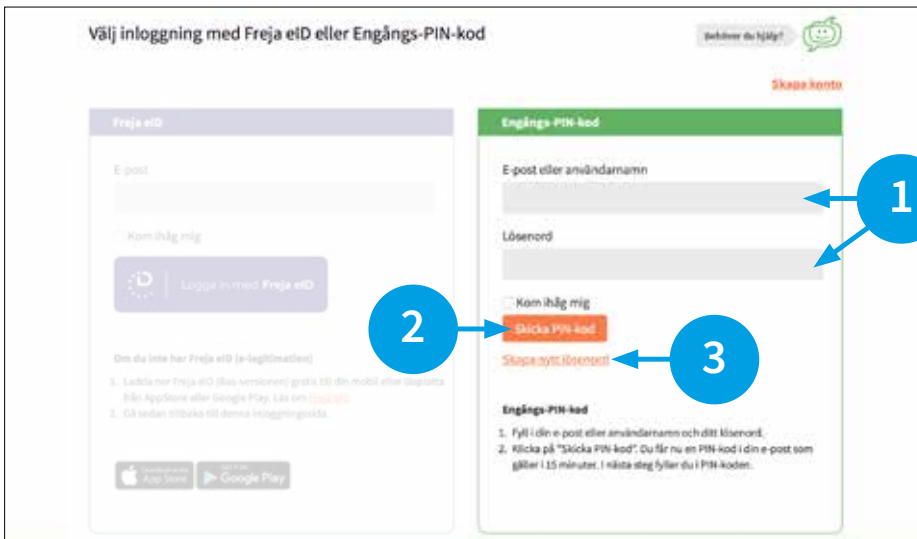
Read on page 4 in this pdf how to download the e-ID for your mobile.

Then continue the login, read below.



Open the Freja eID app in your mobile.

4. Click on the green check mark and confirm that you want to log in.
5. Enter your PIN and click "OK".
6. Confirm the login by clicking "OK".



Log in with one-time PIN code

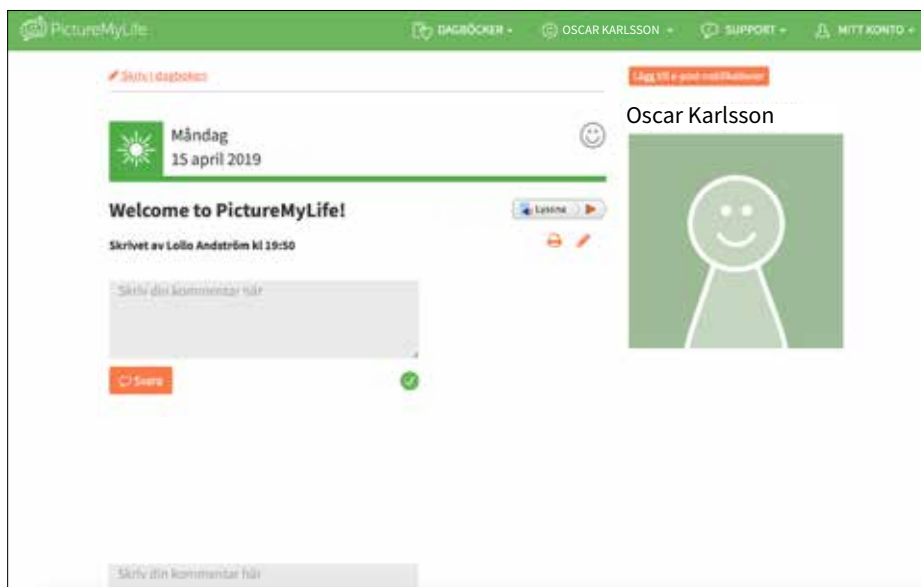
1. Fill in your e-mail address or username and password.
2. Click on "Skicka PIN-kod"/ "Send PIN". You will now receive a one-time code to your e-mail address that you use to log in. The PIN is valid for 15 minutes.
3. If you have forgotten your password you can click on "Skapa nytt lösenord"/ "Create new password".



Once you receive the one-time PIN code, go to the PictureMyLife login page.

4. Fill in the PIN code you received.
5. Finish by clicking on "Bekräfta PIN-kod"/ "Confirm PIN code".

4. Now you can start posting in the Diary!



You are now ready and can start reading, commenting and posting in the Diary that you have been invited to.

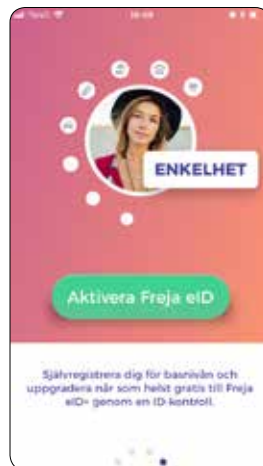
5. Download the Freja eID to app to your mobile (you only do this once)

NOTE! You only need to download the regular Freja eID, **you don't need Freja eID+.**



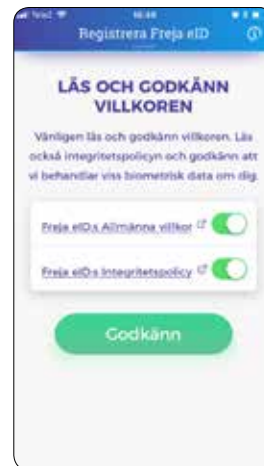
1. Start by accessing the App Store (iOS) or Google Play (Android).

Download the Freja eID app for your mobile, free of charge.



2. Activate the app.

Click on the green button "Activate Freja eID".



3. Read and approve Freja eID's General Terms and Privacy Policy.

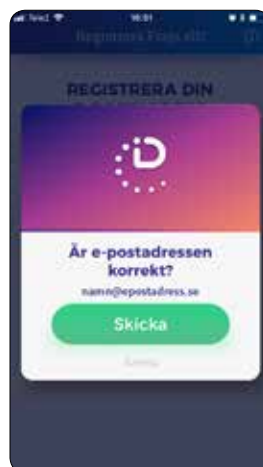
Finish by clicking on "Godkänn"/"Accept".



4. Register your e-mail address.

Enter your e-mail address in the white box.

Finish by clicking on "Skicka"/"Submit".



5. Confirm that the e-mail address is correct.

Finish by clicking on "Skicka"/"Submit".

You will now receive an email from Freja eID that you must confirm within 10 minutes.



6. Register your personal PIN.

The PIN code must contain at least 6 digits.

Finish by clicking on "Bekräfta"/"Confirm".

Remember to keep your PIN secret!

You can also log in with fingerprints.

The download of the Freja eID app is now completed.

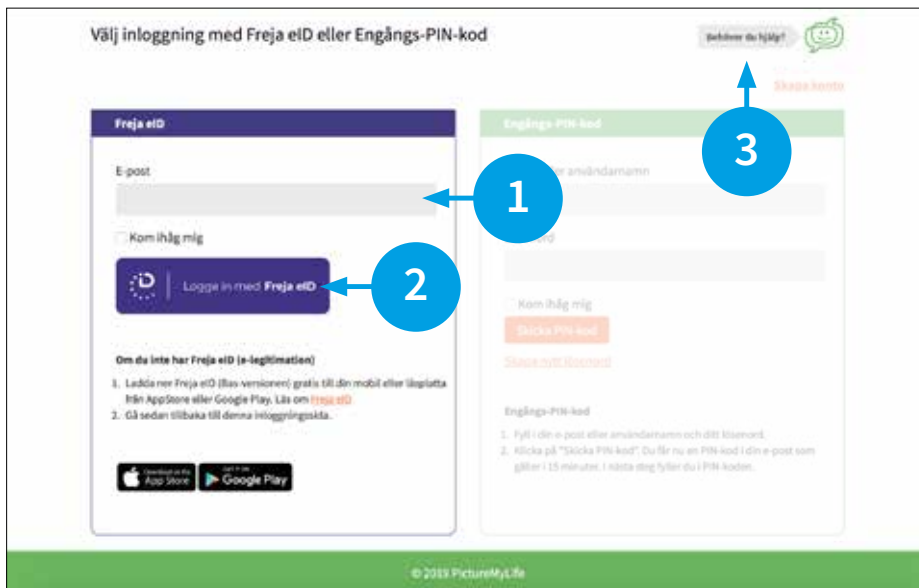


Log in to PictureMyLife's Diary with Freja eID

PictureMyLife's Diary

A safe, user-friendly and image-based communication platform for children, young people and adults in need of cognitive support.

Log in with Freja eID

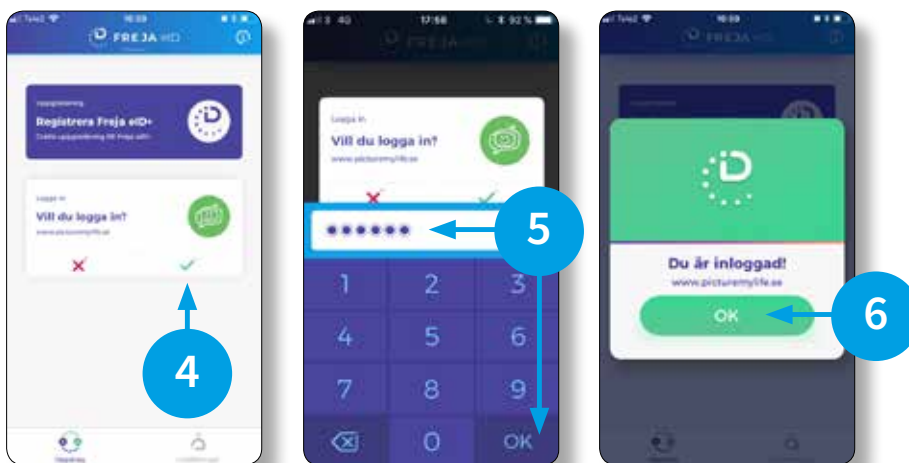


1. Enter your email address.
2. Click on the purple button "Log in with Freja eID".
3. If you need help, click on the link.

If you have not downloaded the Freja eID app:

Read on page 2 in this pdf how to download the e-ID for your mobile.

Then continue the login, read below.



Open the Freja eID app in your mobile.

4. Click on the green check mark and confirm that you want to log in.
5. Enter your PIN and click "OK".
6. Confirm the login by clicking "OK".

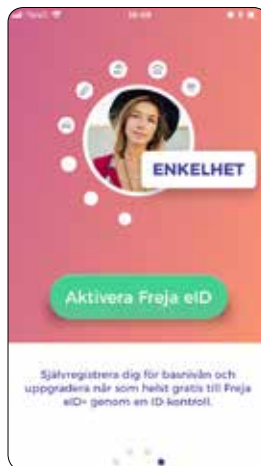
4. Download the Freja eID to app to your mobile (you only do this once)

NOTE! You only need to download the regular Freja eID, **you don't need Freja eID+.**



1. Start by accessing the App Store (iOS) or Google Play (Android).

Download the Freja eID app for your mobile, free of charge.



2. Activate the app.

Click on the green button "Activate Freja eID".



3. Read and approve Freja eID's General Terms and Privacy Policy.

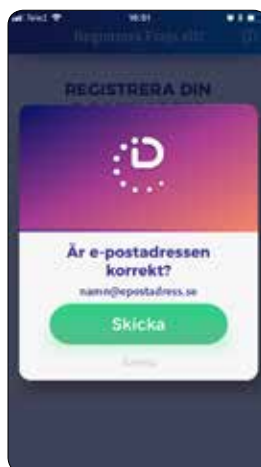
Finish by clicking on "Godkänn"/"Accept".



4. Register your email address.

Enter your email address in the white box.

Finish by clicking on "Skicka"/"Submit".



5. Confirm that the email address is correct.

Finish by clicking on "Skicka"/"Submit".

You will now receive an email from Freja eID that you must confirm within 10 minutes.



6. Register your personal PIN.

The PIN code must contain at least 6 digits.

Finish by clicking on "Bekräfta"/"Confirm".

Remember to keep your PIN secret!

You can also log in with fingerprints.

The download of the Freja eID app is now completed.



Log in to PictureMyLife's Diary with one-time PIN code.

A login option when there are multiple users on the same device.

PictureMyLife's Diary

A safe, user-friendly and image-based communication platform for children, young people and adults in need of cognitive support.

Log in with one-time PIN code

The screenshot shows the login page titled "Välj inloggning med Freja eID eller Engångs-PIN-kod". It has two main sections: "Freja eID" and "Engångs-PIN-kod".

- Callout 1:** Points to the "E-post eller användarnamn" field in the "Engångs-PIN-kod" section.
- Callout 2:** Points to the "Skicka PIN-kod" button in the "Engångs-PIN-kod" section.
- Callout 3:** Points to the "Skapa nytt lösenord" link in the "Engångs-PIN-kod" section.
- Callout 4:** Points to the "Bekräfta ditt lösenord" link in the top right corner.

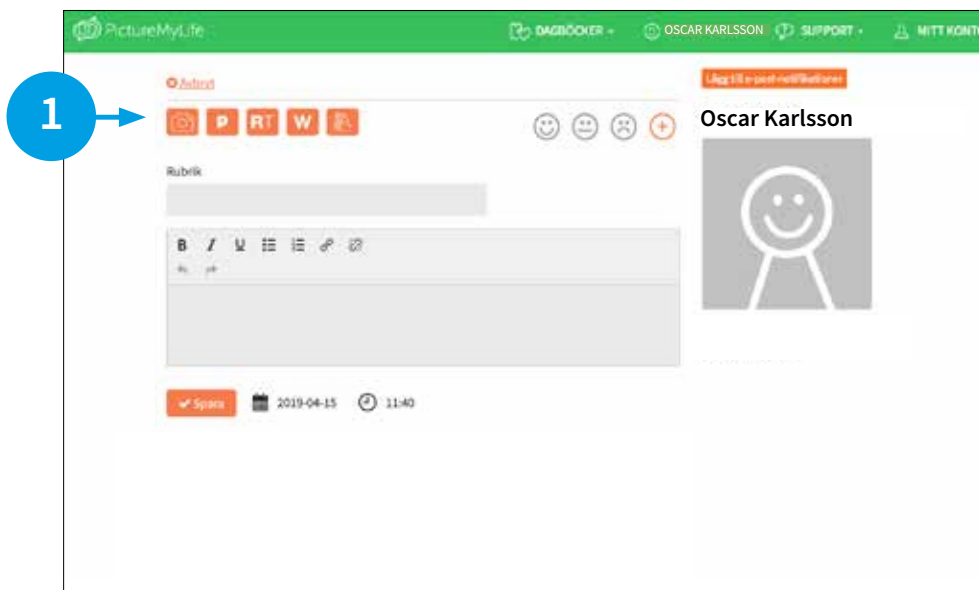
1. Fill in your email address or username and password.
2. Click on "Skicka PIN-kod"/ "Send PIN". You will now receive a one-time code to your email address that you use to log in. The PIN is valid for 15 minutes.
3. If you have forgotten your password you can click on "Skapa nytt lösenord"/ "Create new password".
4. If you need help, click on the link.

The screenshot shows the "Ange PIN-koden" page. It has a title "Ange PIN-koden" and a subtitle "PIN-koden skickas ut till den mailadress du registrerat på PictureMyLife." Below this is a "PIN-kod" input field and a "Bekräfta PIN-kod" button.

- Callout 5:** Points to the "PIN-kod" input field.
- Callout 6:** Points to the "Bekräfta PIN-kod" button.

5. Fill in the PIN code you received.
6. Finish by clicking on "Bekräfta PIN-kod"/ "Confirm PIN code".

Enter a post to the Diary



Take photos/films in the Diary.

1. In the computer

Click the camera icon and upload a picture from your image library.

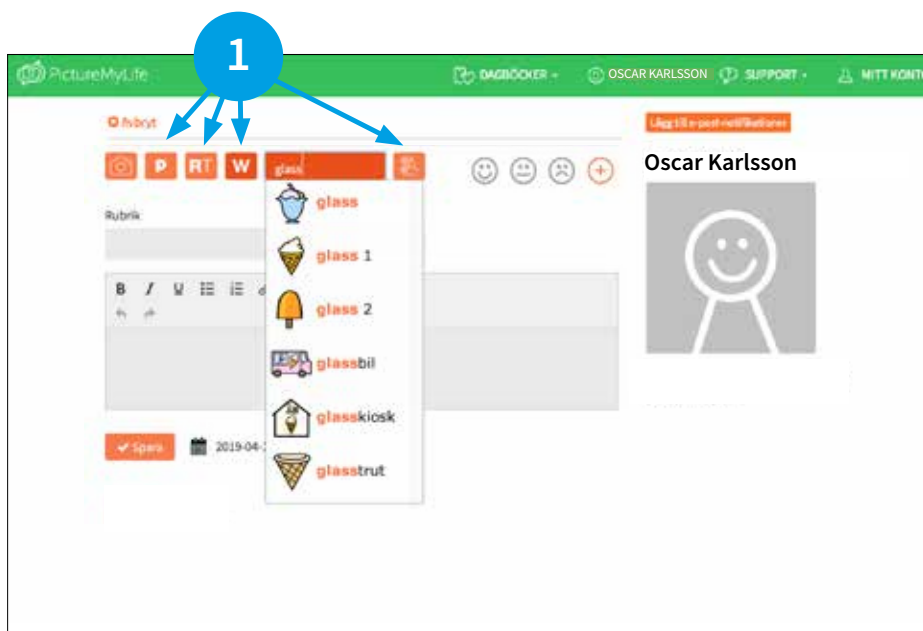
In the phone or tablet

Click the camera icon and take a new picture directly in the Diary.

You can also upload pictures from your image library.

Film

In the PictureMyLife app, you can take short films, about 30 seconds.



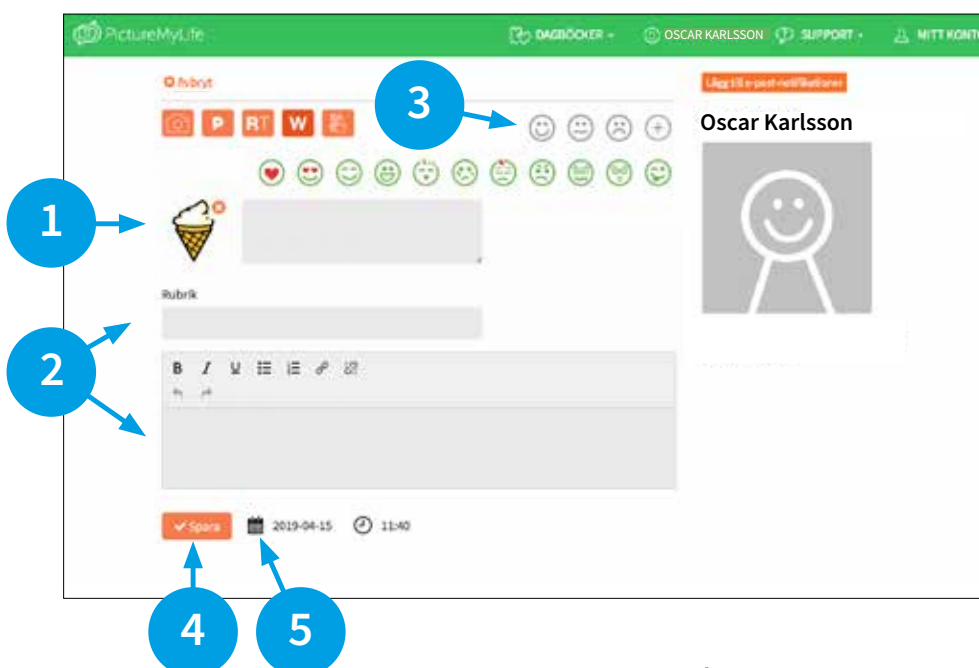
Add images from the image bases.

- Image bases like **Pictogram (P)**, **Ritade Tecken (RT)**, **Widgit (W)** and short films from **The Sign Language Dictionary** are included in the Diary and contain more than 35,000 images.

Example:

Add an image from the image base Widgit by clicking on the button with W. Write a word in the box, for example "Glass"/"Ice cream". Select an image from the dropdown menu.

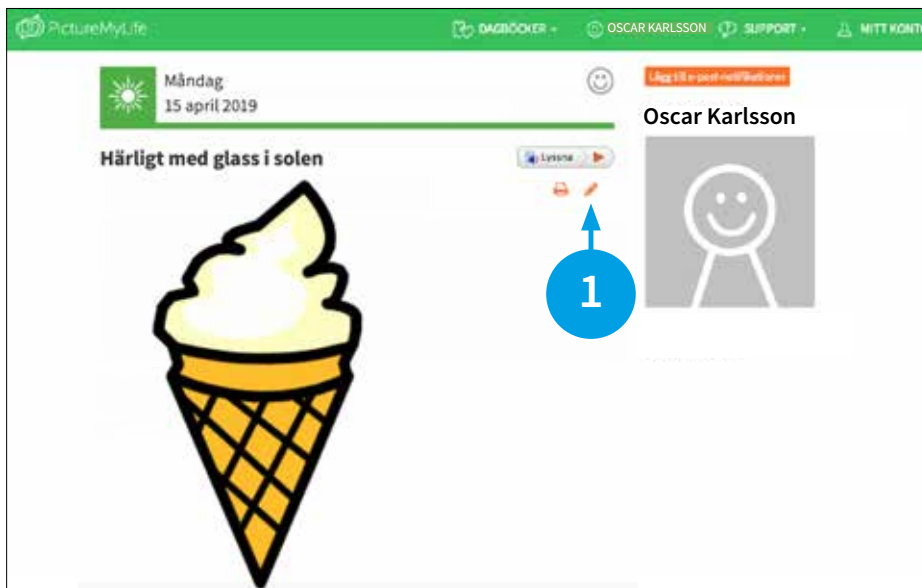
When you save the post, the image is displayed in large format.



Write text, select a "mood figure" and save the post.

- Write a caption in the gray box next to the image.
- Write a headline and text.
- The "mood figures" indicate how the Diary Holder's day has been.
- When the post is complete, click "Spara"/"Save".
- If you want to publish the post another day, click on the calendar icon and select the day.

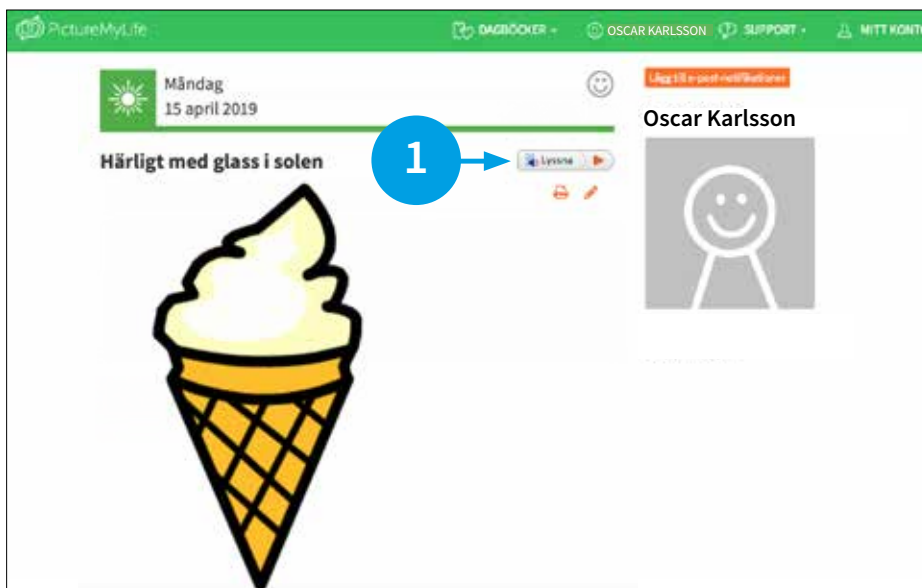
Edit posts



Edit posts.

1. Click on the orange pen to:
 - delete, add or change text
 - delete, add or change the order of images
 - change "mood figure".Finish with "Spara"/"Save".

Speech synthesis



Text to Speech.

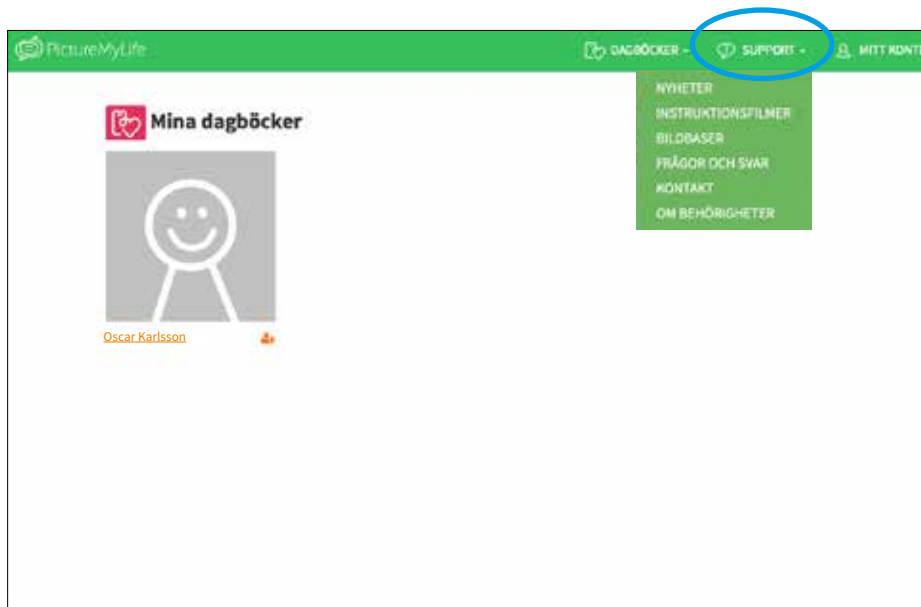
1. Click the symbol "Lyssna"/"Listen" to listen to the text with speech synthesis.

Each weekday has its own color



Each weekday has its own color which makes it easy to separate them. The colors follow an international standard.

Support



Under "Support" you find the following headings:

News: The latest news about PictureMyLife.

Instructional films: How the Diary works.

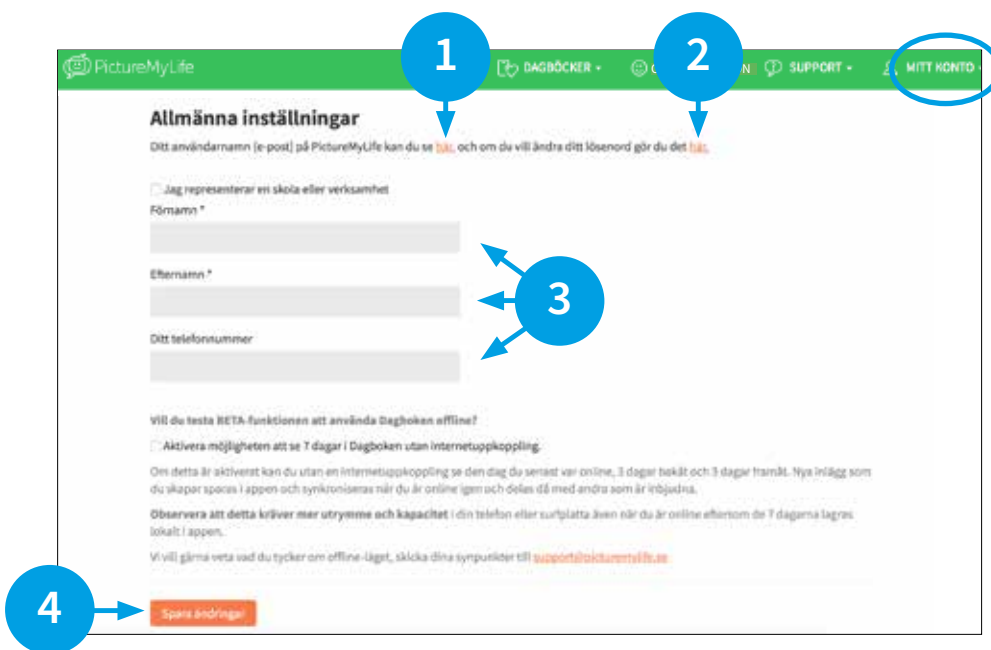
Picture bases: Presentation of Pictogram, Ritade Tecken, Widgit and Swedish Sign Language Dictionary.

Q & A: Answers to the most frequently asked questions.

Contact: Where you can reach us.

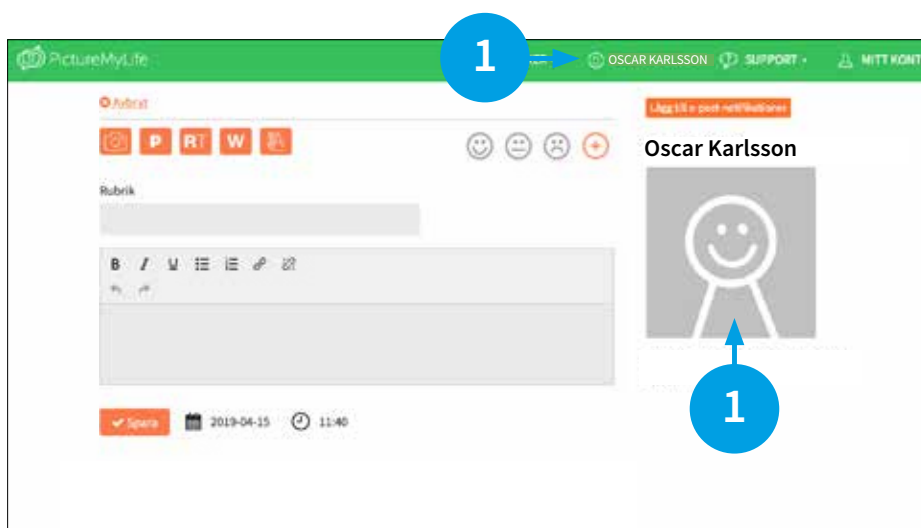
Authority levels: What the Diary Holder, Administrator, Maxi Plus, Maxi, Midi and Mini can do in the Diary.

Change general settings



Change the general settings under "Mitt konto"/My Account".

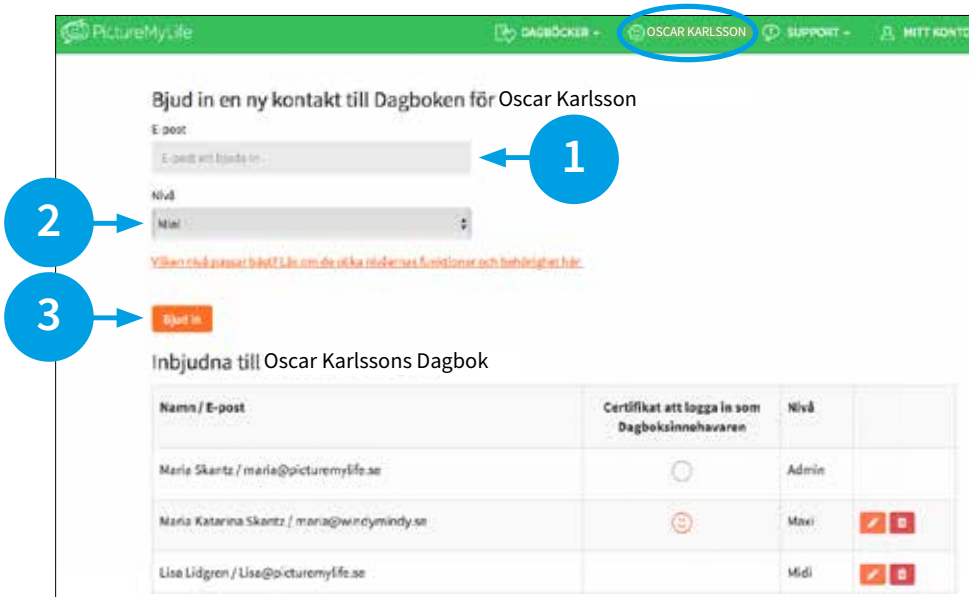
1. Click this link to see the User name.
2. Click here to change the password.
3. Change the first and last names and phone numbers here.
4. Finish by clicking on "Spara ändringar"/"Save Changes".



Change/add e-mail address for the Diary Holder.

1. **On the Web:** Click on the profile picture or click on the name in the green list and unfold the menu. Enter "Profile". Click on the orange "Edit" link. Then click on "Change/add e-mail for the Diary Holder". Finish with "Save change".

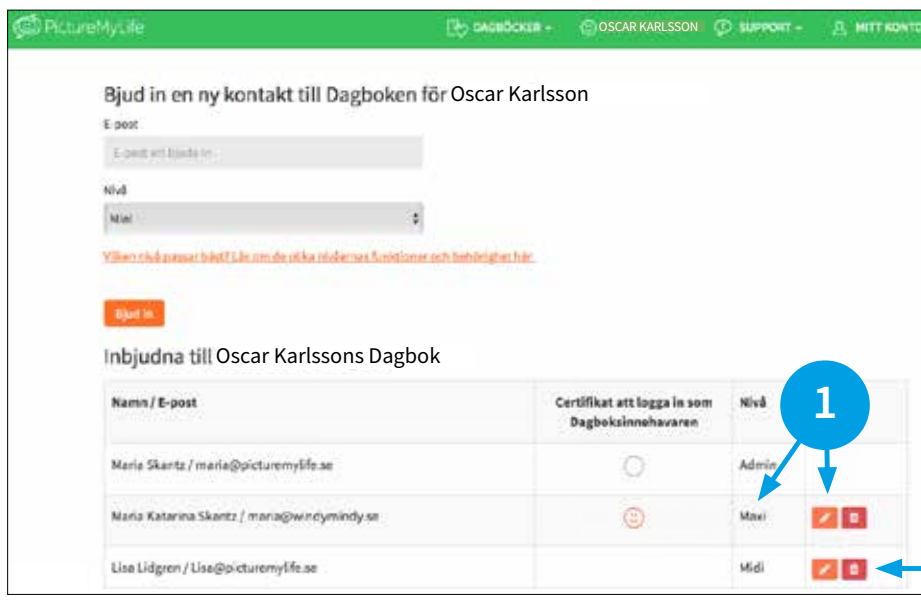
Invite a new person to the Diary



Go to the Diary Holder's name in the green list and click "Bjud in"/"Invite" in the drop-down menu.

1. Write the e-mail address of the person you want to invite. You can invite 20 people.
2. Specify the level/authority for the person you invite; Mini, Midi, Maxi or Maxi Plus.
3. Finish by clicking "Bjud in"/"Invite". The invited person will now receive an email with login details.

Delete a person from the Diary or edit the authority level



Go to "Bjud in"/"Invite" to edit your contacts.

1. Click on the "Edit" pen to change the authority level (Mini, Midi, Maxi or Maxi Plus) for the invited person.
2. To delete a person from the Diary permanently, click on "Delete" (Trash).