

Student Training Guide Substance Use Navigation

Mobile Application



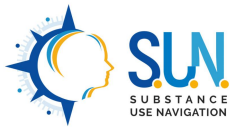


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How to Download the Application

Apple

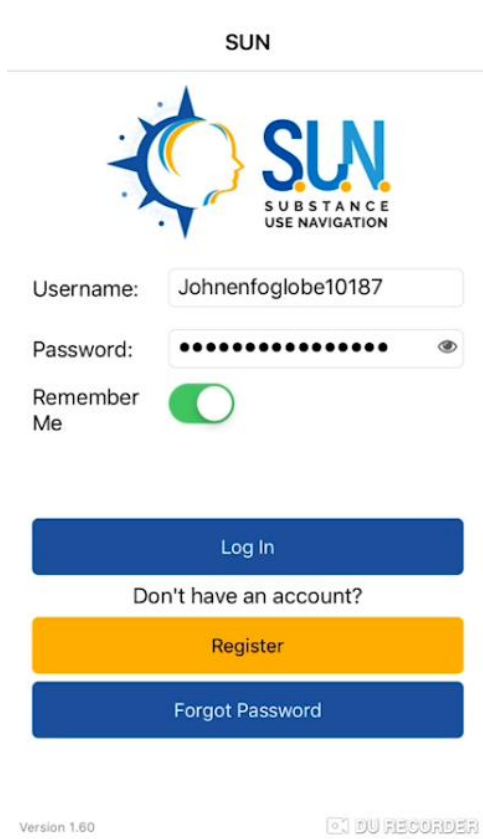
1. Open the App Store
2. Search for the S.U.N. application
3. Select the application.
4. Tap the install button and wait for download process to complete

Android

5. Open the Google Play Store app. You can also download it from play.google.com.
6. Search for S.U.N.
7. Select the application.
8. Tap the install button and wait for download process.

Registration Process

1. Open the S.U.N. (Substance Use Navigation) application
2. Select the “Register” Button
3. Read the informed consent document



SUN

Username: Johnenfoglobe10187

Password: [Masked Password]

Remember Me

Log In

Don't have an account?

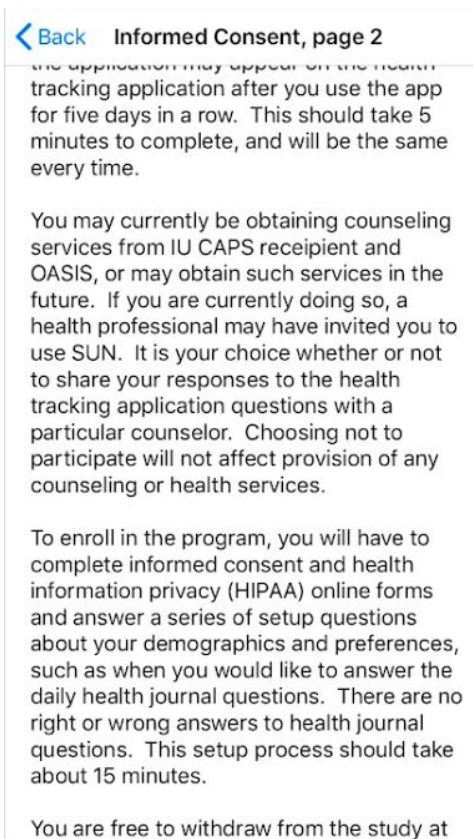
Register

Forgot Password

Version 1.60

DU RECORDER

Step # 2



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the application may appear on the health tracking application after you use the app for five days in a row. This should take 5 minutes to complete, and will be the same every time.

You may currently be obtaining counseling services from IU CAPS recipient and OASIS, or may obtain such services in the future. If you are currently doing so, a health professional may have invited you to use SUN. It is your choice whether or not to share your responses to the health tracking application questions with a particular counselor. Choosing not to participate will not affect provision of any counseling or health services.

To enroll in the program, you will have to complete informed consent and health information privacy (HIPAA) online forms and answer a series of setup questions about your demographics and preferences, such as when you would like to answer the daily health journal questions. There are no right or wrong answers to health journal questions. This setup process should take about 15 minutes.

You are free to withdraw from the study at

Step # 3

4. Provide your e-signature and date to consent to continue the registration process.
5. Type your first and last name to continue the registration process

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benefits to which you are entitled. Your decision whether or not to participate in this study will not affect your current or future relations with Indiana University.

SUBJECT'S CONSENT

In consideration of all of the above, I give my consent to participate in this research study.

I understand that I can print a copy of this informed consent document in the SUN student portal to keep for my records. I agree to take part in this study.

[E-signature]

Recipient first name:

Recipient last name:

Date:


[Next](#)

Step # 4&5

6. Complete the registration fields for:

- First Name
- Last Name
- E-mail Address
- Password
- Repeat password

[← Back](#) Register



First Name:

Last Name:

E-mail:

Password:

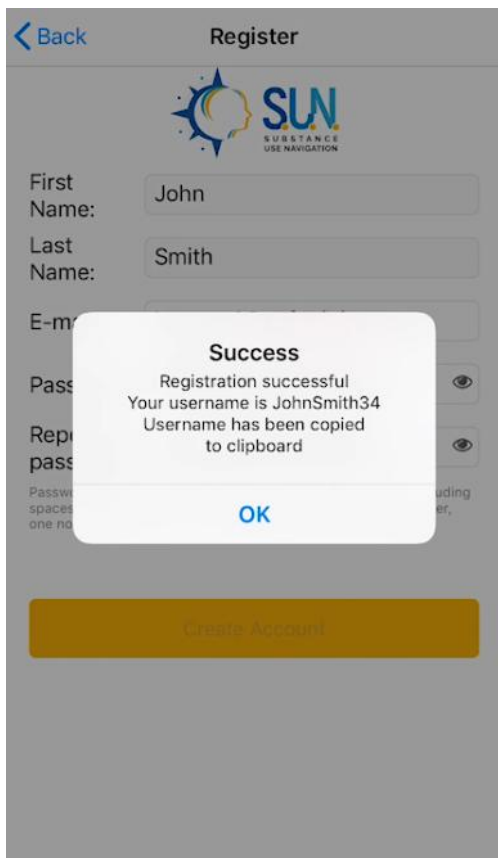
Repeat password:

Password should contains between 15 and 127 characters (including spaces) , out of that one upper-case letter, one lower-case letter, one non-letter and does not contain your name or username.

[Create Account](#)

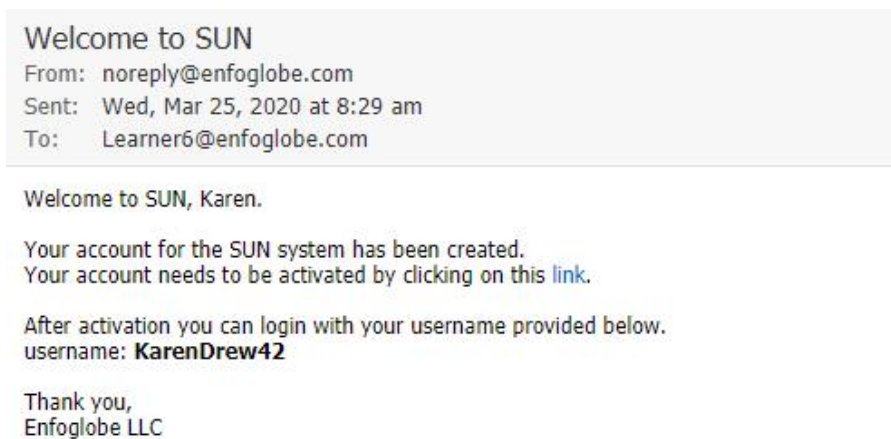
Step # 6

7. Click “Create Account.” The application will tell you if your registration was successful. The system will display a message with your username, and will copy the username to your device’s clipboard (it will be ready to paste using the “copy/paste” function).



Step #7

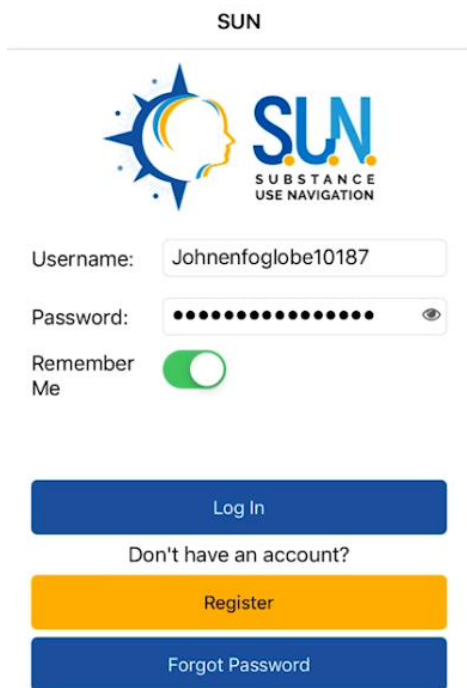
8. Check your email to activate your account. Click on the link to activate the account, and it will re-route you to the log-in screen.



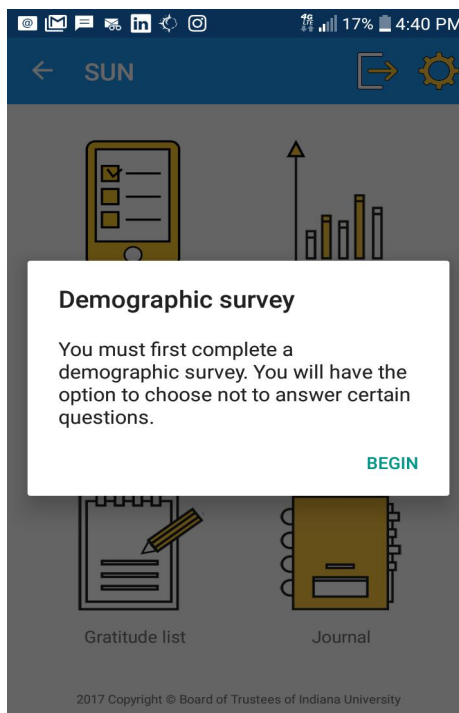
Step # 8

9. Login with your credentials to access the mobile application.

10. When you initially log in, you will be prompted to take a demographic survey. You must first complete the survey to access the mobile application features. You can choose not to answer certain questions.



Step #9



Step #10

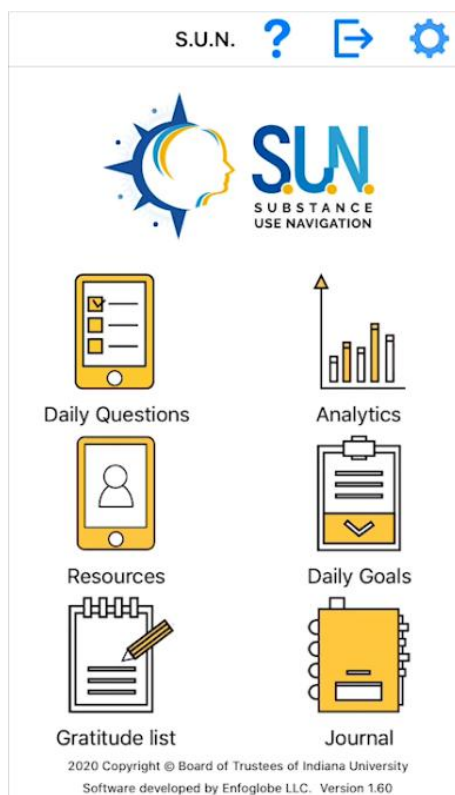
11. Right after the Demographic Survey, you will be asked to complete the Working Alliance Inventory where you will answer six short questions about your impressions from the last therapeutic session only. You will be asked to repeat this survey after 30 days.

12. Also, after 30 days you will be asked to complete the Enlight survey that asks about your impressions of the application and program.

Mobile Application Features

Home

You will have access to several features, including the Daily Questions, Analytics, Resources, Daily Goals, Gratitude List, Journal, Settings (gear icon in the upper right corner), and Logout (arrow icon in the upper right corner) icons from the Home screen.



Daily Questions

Click on “Daily Questions” to bring up the daily health questions. To answer a question, choose the radio button above the appropriate response or select an answer from the list of answer options. For some questions, you can select multiple responses. Click “next” to proceed to the next question.

[← Back](#) Daily Question 1 of 14 [→](#) 



To what extent do you agree with the following statement:
Today I feel happy

- Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree

You must select
an answer
to continue

Analytics

The analytics icon will take you to graphs for individual questions. Once you select a particular question, the application will display your results.

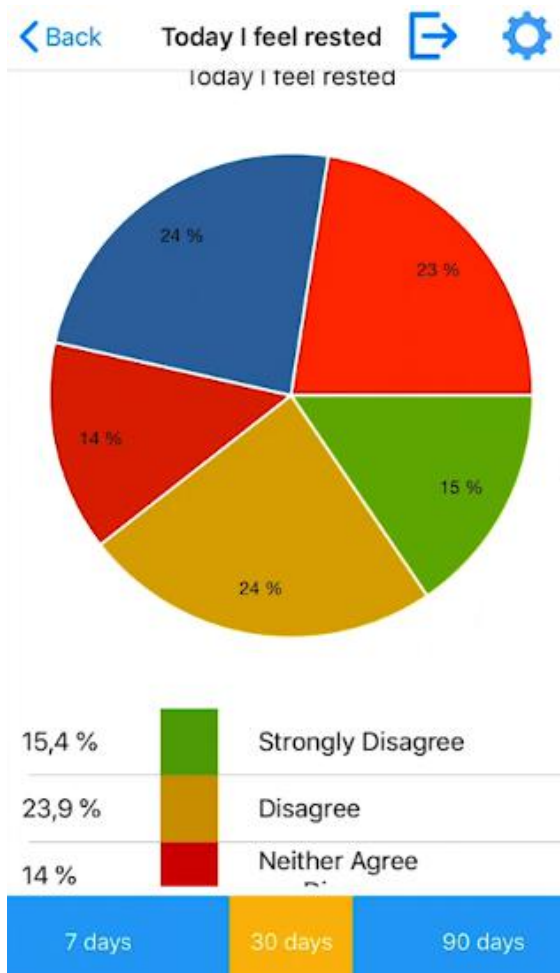
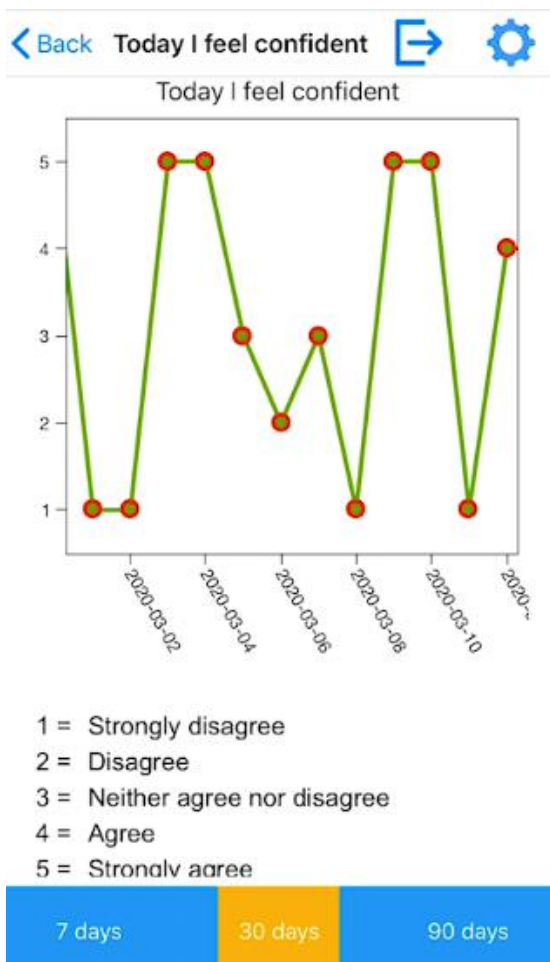
[← Back](#) Health status details [→](#) 



Click the question below to see
analytics for that question

- Today I feel happy
- Today I feel happy - why?
- Today I feel confident
- Today I feel that my life has a purpose
- Today I feel supported
- Today I took good care of myself
- Today I feel rested
- Today I feel annoyed/irritable
- Today I feel annoyed/irritable - why?

What is your goal for today regarding alcohol, tobacco



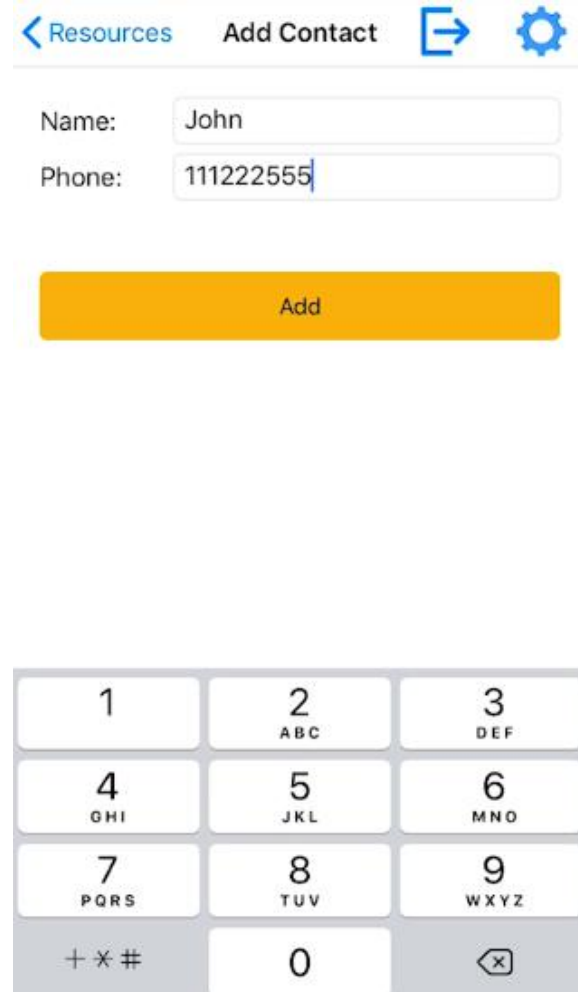
You can toggle the data ranges by selecting the tiles below the graph. The options are 7 days, 30 days, and 90 days. You can see the different chart values by hovering your finger over specific sections of the graph.

Resources

The resources feature allows you to store contacts and links related to your health progress.

Contacts

You can add, edit and delete telephone contacts. You will also have access to preset contacts. To add a contact, select “Add new contact” button, input name and number than select “Add”. To call your contacts, click the telephone icon.

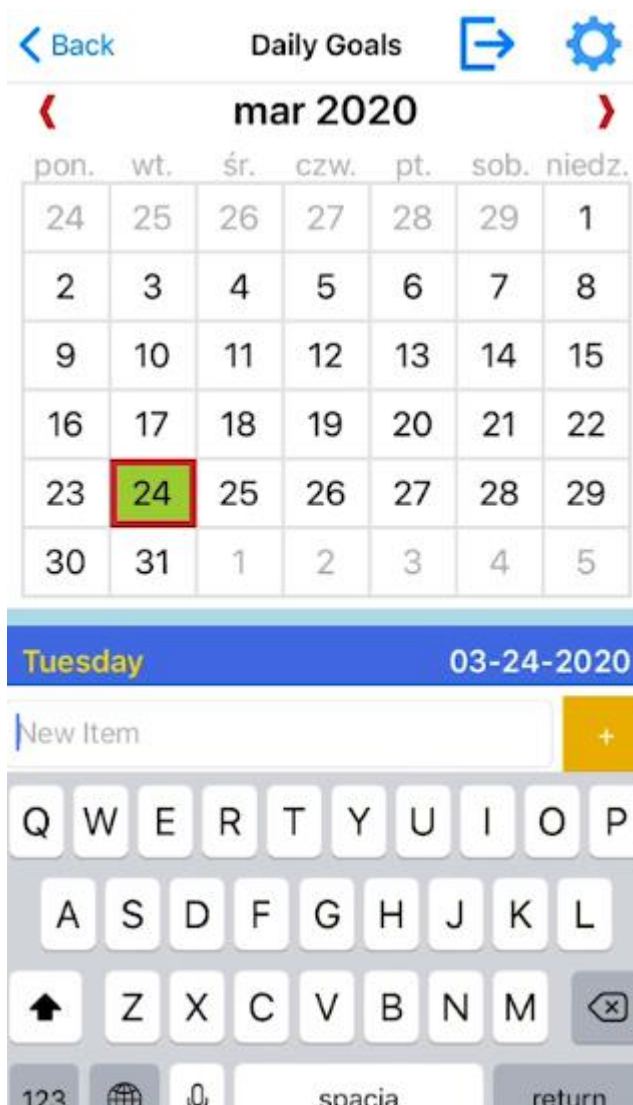


Links

You can add, edit and delete website resources. You will also have access to preset resources. You can add a resource by clicking on the + button. Access a link by clicking “Open this link.”

Daily Goals

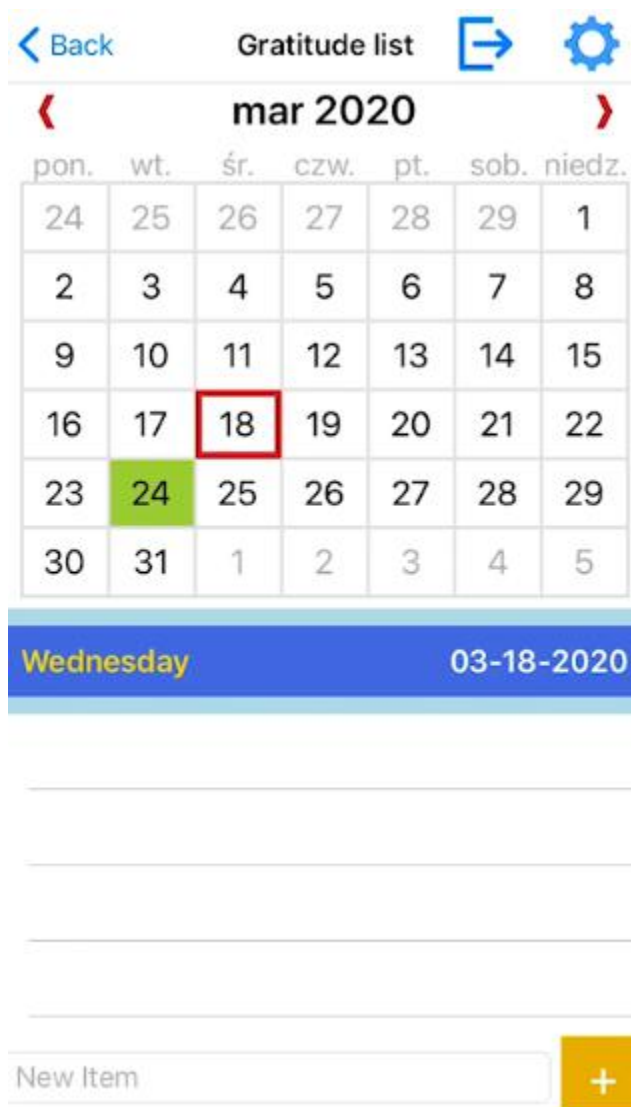
This feature allows you to add, edit, delete and check off daily goals. Daily goals are displayed in calendar form.



To add a goal, select the date, type your goal into the new item box, and then save it by clicking the orange plus button.

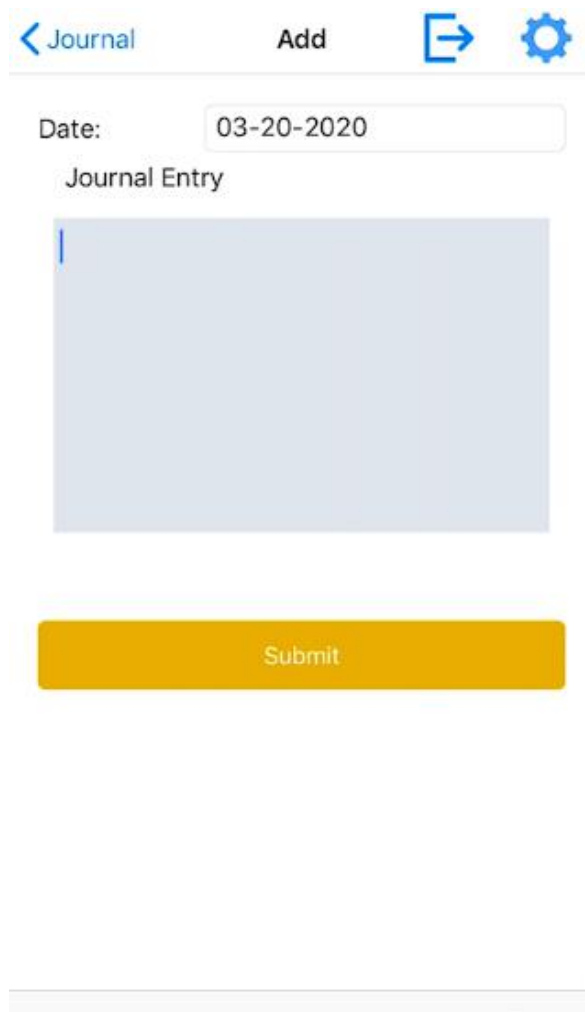
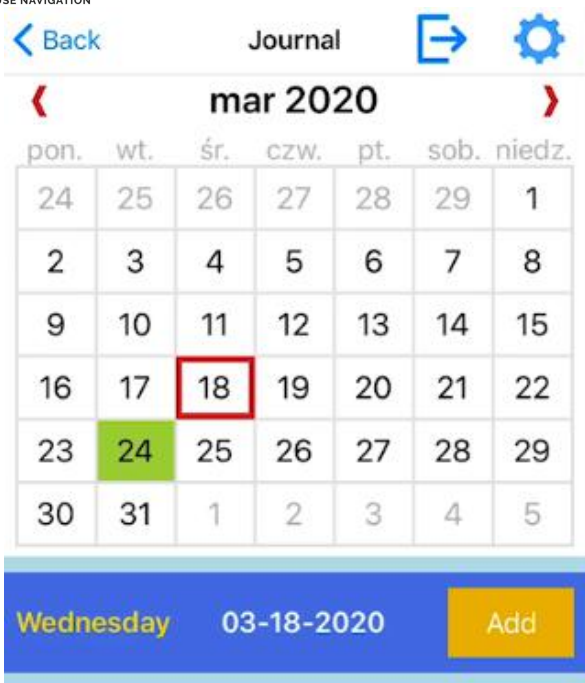
Gratitude List

You can add, edit and delete gratitude entries. You can add a resource by clicking on the + button and edit by clicking the “edit” button.



Journal

The journal allows you to write and keep track of journal entries. You can add an entry by clicking the + icon. You can edit and delete entries by accessing the calendar date and selecting the desired entry.



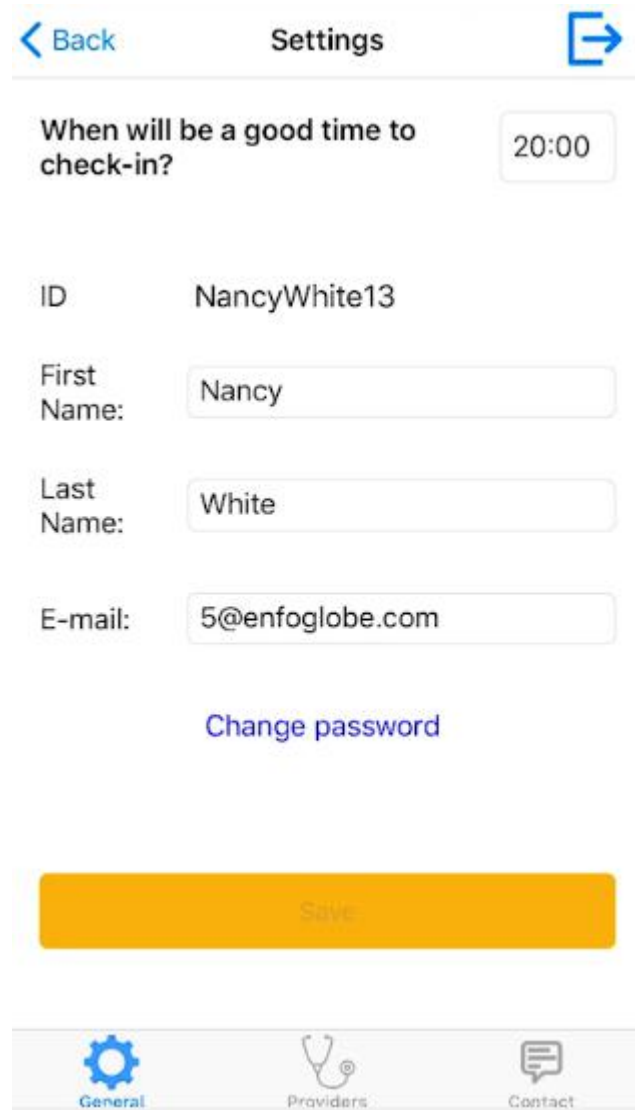
Settings

From the Settings option, you will be able to see your user ID, first and last name, and e-mail address. Access to S.U.N. is restricted to indiana.edu and iu.edu and enfoglobe.com email domains.

If you are in a counseling relationship, you will also be able to choose whether you want to give your counselor permission to see your health trend responses. If you have given permission, your answers will be shared with your counselor once you answer all questions and click on the “send” button. If you do not want to share answers with your provider, go to Settings and select “Providers” tab then select bin icon next to name of provider assigned to you. If you choose to share your health responses with your counselor, this choice does not allow counselors to respond to crisis situations. In a crisis, please contact 911 or the Indiana University Health Center (in Resources).

Choosing a Check-In Time

You can select a time to be reminded to complete your daily health tracking questions.



< Back Settings >

When will be a good time to check-in? 20:00

ID NancyWhite13

First Name: Nancy

Last Name: White

E-mail: 5@enfoglobe.com

[Change password](#)

Save

General Providers Contact

Thank you for using S.U.N.!

We hope that you have found this training manual helpful. Should you have any other questions, please contact us at support@enfoglobe.com.