

Internet Explorer Only:

Evolv: <https://evolv.spininc.org/classic>

Enterprise eTime: <https://staffschedules.spininc.org>

ADP Workforce Now: <https://workforcenow.adp.com>

College of Direct Support: <http://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=SPIN>

EIM: Enterprise Incident Management: <https://www.hhsapps.state.pa.us/eim/>

GOLD: <https://www.teachingstrategies.com>

HCSIS: <https://www.hcsis.state.pa.us/hcsis-ssd/default.aspx>

Helpdesk Portal: <https://helpdesk.spininc.org/portal>

MAR Tracker: <https://martracker.spininc.org/Smart/Login.aspx>

Residential Info Sheet: <https://resinfo.spininc.org/>

Independent Travelers: <https://resinfo.spininc.org/ResSheet/Travelers.aspx>

SPIN Portal: <https://my.spininc.org>

NetFacilities: <https://system.netfacilities.com/>

PA Keys Early Learning: <https://www.pakeys.org>

PAODP HRST: <https://paodp.hrstapp.com/>

Wex (Skybitz): <https://gps.wextelematics.com/d/login.php>

SPIN eForms: <https://eforms.spininc.org>

SPIN Employee Directory: <https://directory.spininc.org/DirectorySearch/>

SPIN Maps: <https://maps.spininc.org/spinmap/>

SPIN Webmail: <https://outlook.office365.com/spininc.org>

SPIN Website: <https://www.spininc.org>

SPIN Accident Report: <https://vans.spininc.org>

SPIN Personal Injury Report: <https://pir.spininc.org>

SPIN Residential Information: <https://resinfo.spininc.org>

Residential Event Form: <https://spininc.dm.networkforgood.com/forms/residential-event-form>

Remind: [https://www.remind.com/log\\_in](https://www.remind.com/log_in)

Rethink Behavioral Health: <https://www.rethinkbehavioralhealth.com/Healthcare#/Login>

My ODP: <https://www.myodp.org/>

Cloud Phone Portal: <https://phone1.mettel.net/auth/login/>

Energage: <https://connect.energage.com/Connect/#/login?nextPathname=%2Fadmin%2Fquestions>

**Text Alerts: PLEASE NOTE: If you receive a message that says "ACCESS DENIED", please call your provider to have the restriction lifted.**

### **To Sign Up for Text Alerts (PHILADELPHIA)**

1. Create a new text message to: 41411
2. In the message box, type: **SPINEMPALERTS**
3. You will receive a message, "Welcome to SPINEMPALERTS"
4. You will be requested for your full name
5. You will receive an information text message

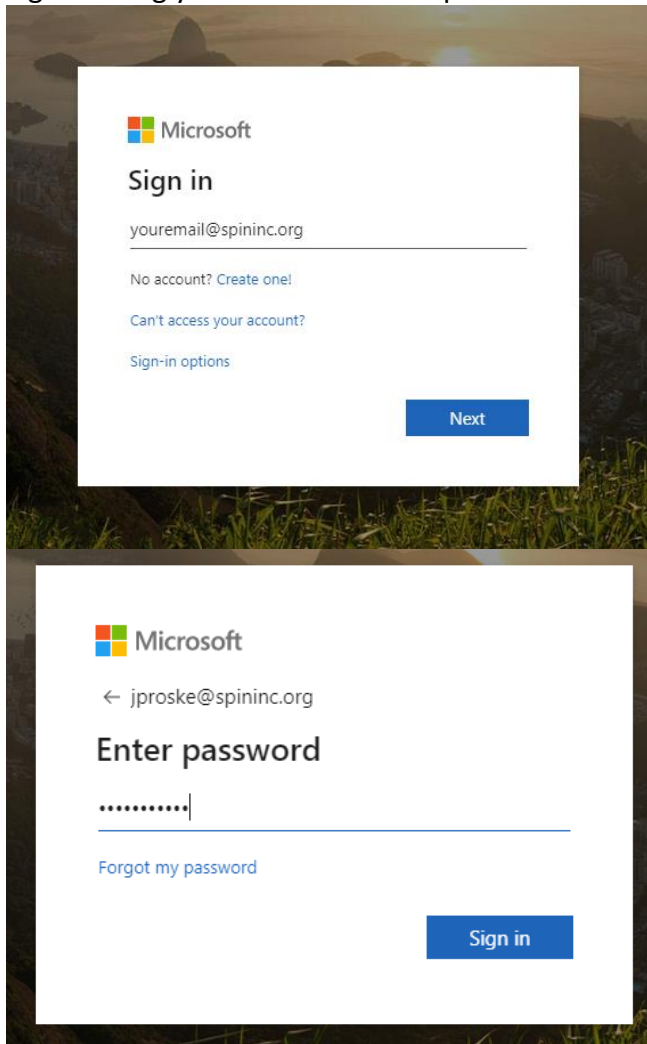
### **To Sign Up for Text Alerts (Lehigh)**

1. Create a new text message to: 41411
2. In the message box, type: **SPINLVEMPALERTS**

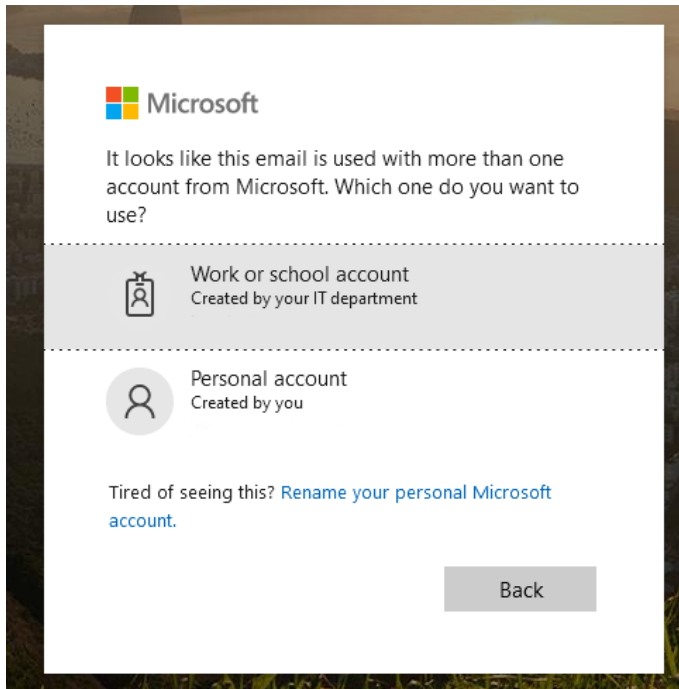
3. You will receive a message, "Welcome to SPINLVEMPALERTS"
4. You will be requested for your full name
5. You will receive an information text message

### Sign into Email via web

- 1) Go to <https://office.com>
- 2) Sign in using your SPIN email and password

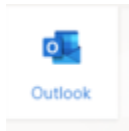


### 3) Choose “Work or School Account”



### 4) When it asks to “Stay Signed In?” click “No”

### 5) Click the outlook icon



## How to Merge calls on iPhone (Up to 5 callers)

Start your conference call by calling one of the participants normally from the Dialer app. You may want to tell the person that you’re going to add more people to the call.

While in the call on your iPhone, tap the “Add Call” button. The first call will be placed on hold while you place the second call. Dial the second person’s number or choose it from your contacts.

After the second person answers the call, you’ll see the first call on hold and the second call active below it. If you have the names of the people in your contacts, their names will be displayed here. Otherwise, you’ll just see their phone numbers.

Tap the “Merge Calls” button and you’ll now have a conference call involving you and the two people you called.



Repeat this process several more times if you want to add other callers. Just tap “Add Call”, dial the next person, and then tap “Merge Calls” after they answer. You can call up to five people at once. For a conference call involving even more people, you’ll need a more advanced conference calling system.

If you receive an incoming call while you’re on a conference call—or any other call—you can tap the “Hold & Accept” button. The current call will be placed on hold and you’ll answer the person. After you tap this button, you can tap “Merge Calls” to merge the person who called your phone number into the existing call, just as if you had called them.

Don’t tap “End & Accept” or your iPhone will end your current call, disconnecting all people on the conference call, and accept the new call. If you don’t want to talk to the person immediately, you can just tap “Send to Voicemail”.

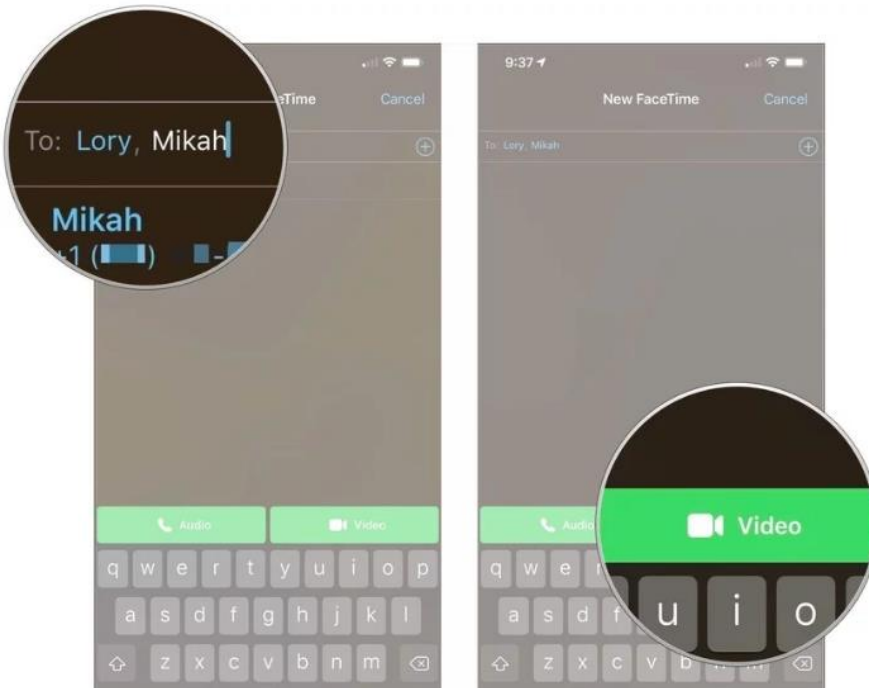


## How to Facetime Multiple People

Open FaceTime on your iPhone or iPad.  
Tap the + button in the upper-right corner.  
Enter the name or number of a person you want to call.



Continue to add additional people  
Tap video to place your FaceTime call



If you have further technical needs please email the I.T. Department by emailing [spinitstaff@spininc.org](mailto:spinitstaff@spininc.org) or call us at 215-612-7530. Please leave a message and we will respond in the order that your message was received.