

Nebraska VR's MyVR Client Engagement Application Staff Instructions

About the Application

This application integrates social media features to allow for greater communication and transparency in services between Nebraska VR staff members and clients. The priorities in development were to keep it simple, promote engagement, and empower clients.

The first step is to invite clients to use the MyVR application.

Criteria for MyVR Client Participation

- Clients may use MyVR once an application milestone has been created in QE2 until they are terminated or through the monitoring period following successful employment.

Client will be provided MyVR client instructions and an introductory tour with a staff member to ensure the client feels comfortable using the application for communication with counselor/team contact as well as for job search activities.

Counselor/team contact and client will agree to a schedule of contacts at least once every 30 days. **A plan for more frequent contact is encouraged and recommended.** See Client Contact and VR Process Time Frames at: http://webforms.vr.ne.gov/program_manual/program_manual_chapters/169

Clients are **required** to have an email address to use the MyVR application. In some cases, you may need to help clients set up an account.

Outline for MyVR Client Participation Discussion

Do you have an email address?

If no, would you like help setting up an email account on Yahoo, Gmail, or Hotmail.

If no, explain that an email address is required to login.

If yes, are you comfortable using a computer or smart phone? Do you have online accounts for banking or social media?

If no, are you interested in learning?

If yes, do you have a smartphone and plan or Internet access?

If no, discuss options with client.

Counselors can plan for limited use smartphones and data service if deemed appropriate for the individual. Additional guidance on phone type can be provided upon request.

- After Plan: To be paid in QE2 Other Services, Other Assistance.
- Before Plan: To be paid in QE2 Assessment Support, Other Assistance.
- Please note that we cannot pay for phone or service during monitoring period.

If yes, help client set up a Citizen Login. (See below.)

Help Client Set Up a Citizen Login

Access to MyVR is managed by the State of Nebraska and requires that a client have a Nebraska Enterprise Citizen Login. The following is the link for new account registration.

<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx>



NEW ACCOUNT REGISTRATION

* Required

User Information

[Field Requirements](#)

First Name *

Last Name *

Email Address *

Confirm Email *

Use the username identified here for MyVR.

Login Information

Username *

Password *

Confirm Password * Password

Use the password identified here for MyVR.

Password reminder questions

Question One *

Your Answer *

Question Two *

Your Answer *

Question Three *

Your Answer *

Assist the client as much as necessary to set up the new account on the Nebraska Enterprise self registration site. Remember that you should not be the keeper of the password for the client. The citizen login is used to access other state agency applications.

If the client should need to reset their password, direct them to <https://enterpriseregistration.nebraska.gov/PasswordReminder.aspx>

Identify MyVR Client in QE2

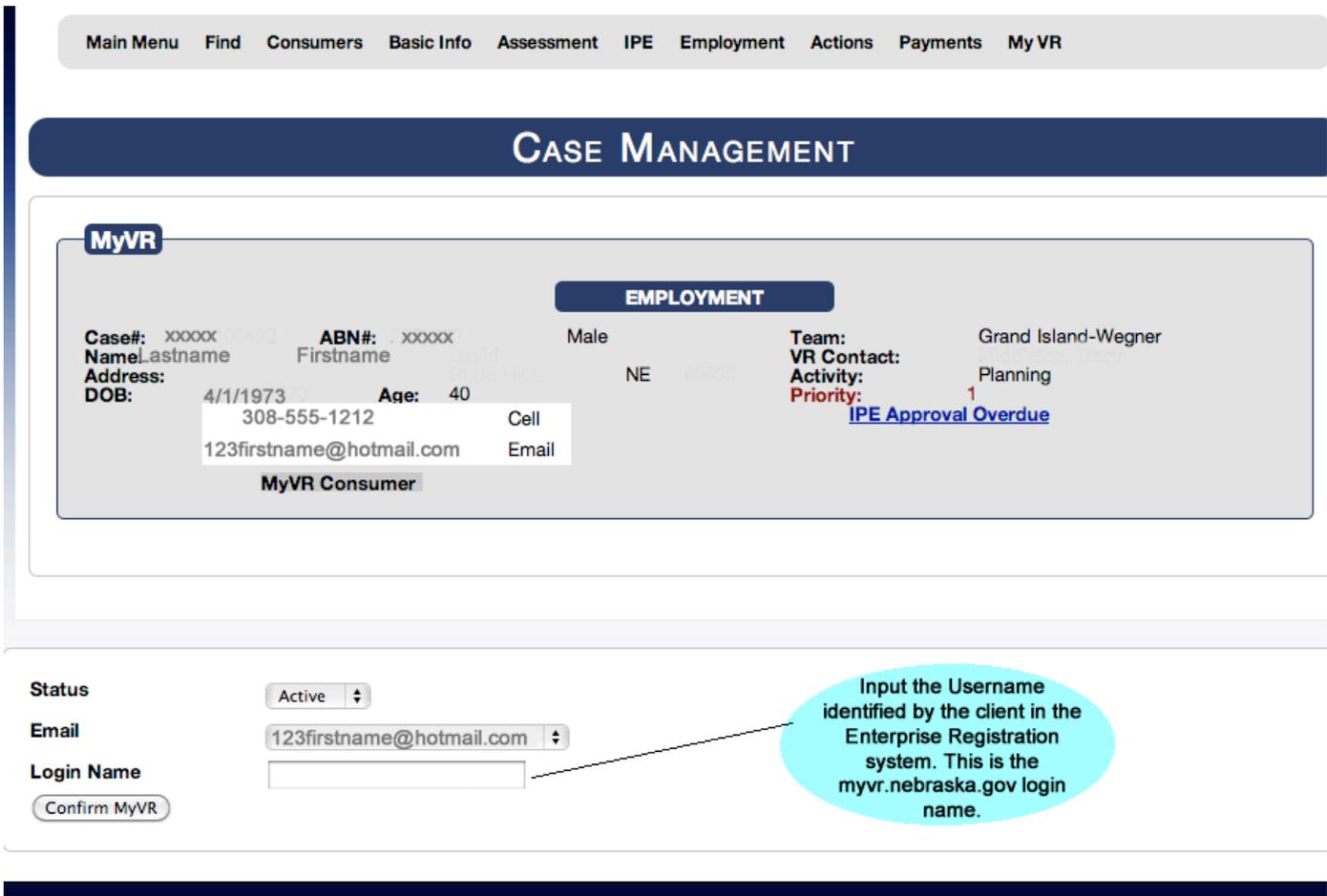
First, verify that the consumer has an email address entered on the Basic Info section of QE2. Next, go to the MyVR Settings tab.



If no email address is entered, you will not be able to navigate to the MyVR settings screen.



Then, change the status on the drop down menu to "Active", identify the email address the client wants to use for communication, and input the Username the client set up in the State of Nebraska's Enterprise registration in the Login Name field.



MyVR Login

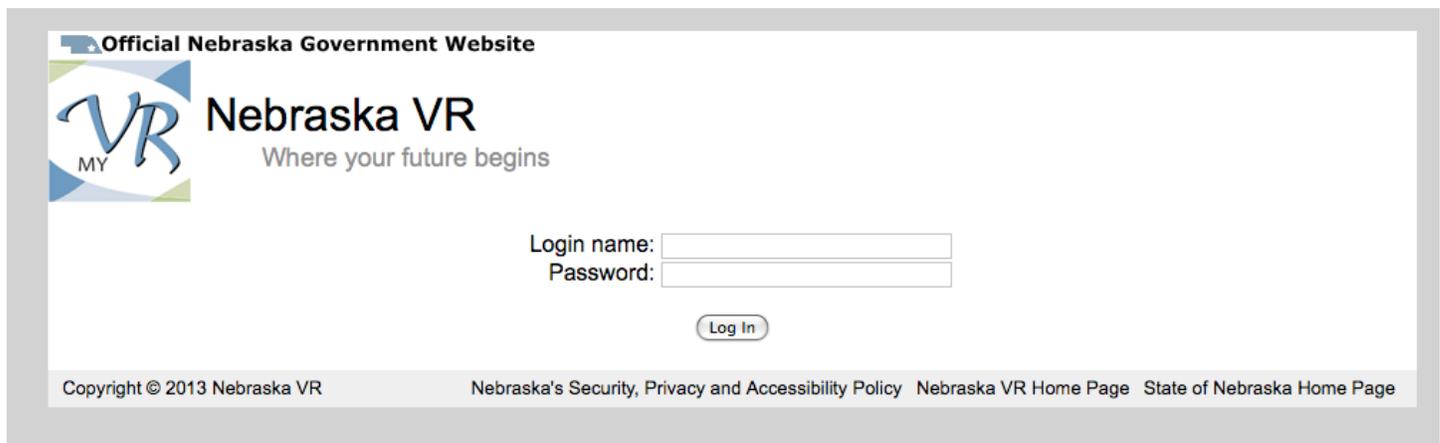
The MyVR login will be active the day after the client is identified as a MyVR client in QE2. The MyVR application imports key elements of the QE2 client record in an overnight script. The login for MyVR can be found at <http://myvr.nebraska.gov/>.

Nebraska VR staff can login using their Email/QE2/VRIS username and password.

For MyVR Client

The application can be viewed from a computer browser or from devices with small screens like smartphones and tablets. The views differ slightly but the Information and features are the same.

The Login



Official Nebraska Government Website

Nebraska VR
Where your future begins

Login name:

Password:

Copyright © 2013 Nebraska VR Nebraska's Security, Privacy and Accessibility Policy Nebraska VR Home Page State of Nebraska Home Page

Once logged in, clients will see navigation to the four main sections of MyVR:

- My Messages: Send and receive messages with your team contact that can be accessed by the whole team.
- My VR Account: Edit contact information, view demographics, and information collected during IPE development.
- My Job Search: Links and tips for job search.
- My Job Tools: Resume, application, cover letter samples.

Client Home Screen

Official Nebraska Government Website

myvrconsumertest [logout](#) ?



Nebraska VR

Where your future begins

[My Messages](#) (3 unread messages)
Receive appointment reminders, authorization updates, status updates, job leads, and check ins from Nebraska VR staff. Keep in touch with counselor, ask questions about services and your Individual Plan for Employment (IPE), give job search updates.

[My VR Account](#)
Update contact information. View demographic, VR Case, Employment History, and Personal History.

[My Job Search](#)
Links to job resource websites, Nebraska VR job search guidance, practice interview questions, and tips.

[My Job Tools](#)
Sample job applications, resumes, and cover letters with client information collected during the IPE development process. Samples are available for download and editing.

Unread Messages (3)

[✉ Mark As Read](#)
Type: Appointment (Text)
Date: 12/3/2014
Appointment - orientation
When - 12/18/2014 8:15 AM
With - Rita Meier

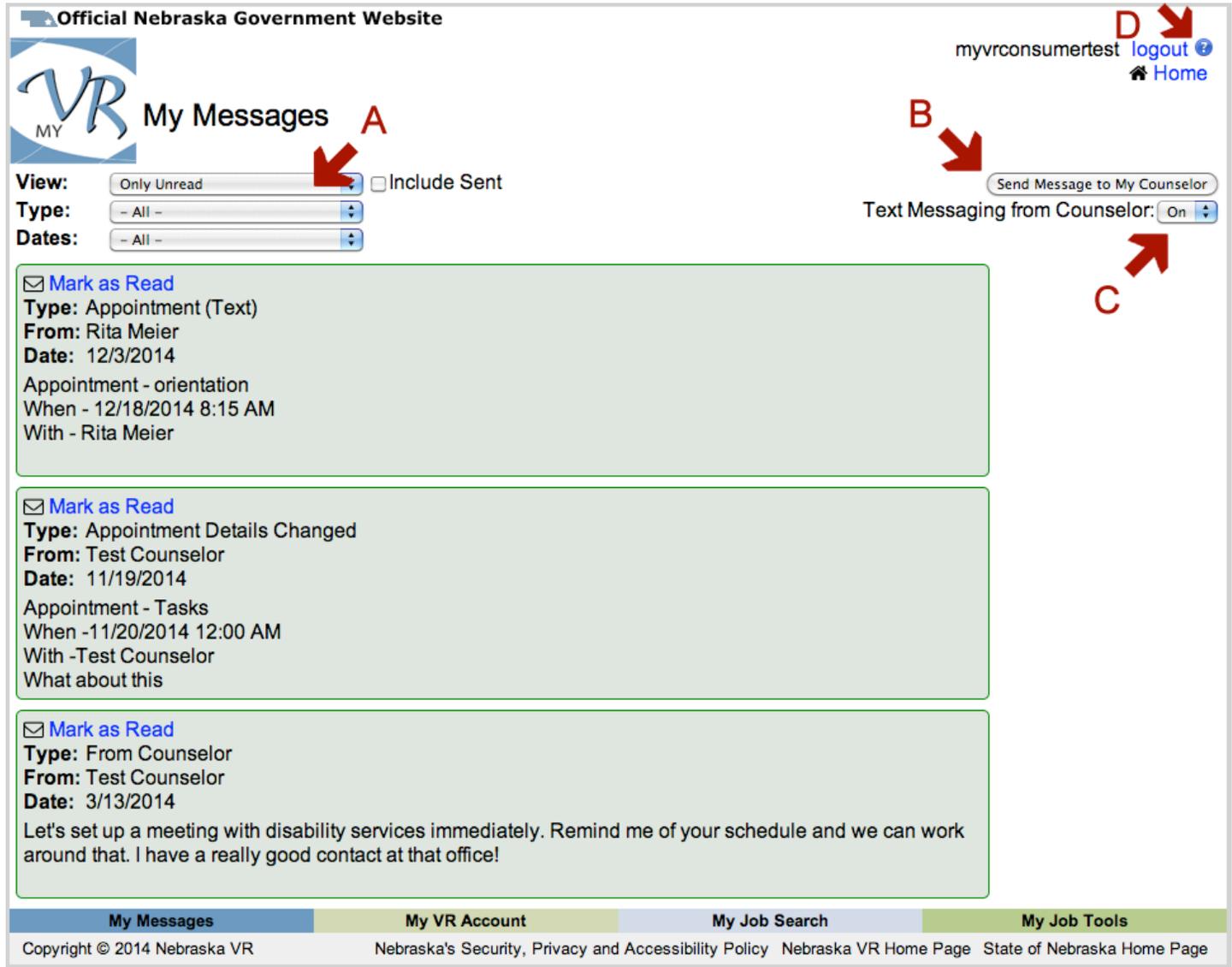
[✉ Mark As Read](#)
Type: Appointment Details Changed
Date: 11/19/2014
Appointment - Tasks
When -11/20/2014 12:00 AM
With -Test Counselor
What about this

[✉ Mark As Read](#)
Type: From Counselor
Date: 3/13/2014
Let's set up a meeting with disability services immediately. Remind me of your schedule and we can work around that. I have a really good contact at that office!

Copyright © 2014 Nebraska VR Nebraska's Security, Privacy and Accessibility Policy Nebraska VR Home Page State of Nebraska Home Page

My Messages: Send and receive messages with your team contact that can be accessed by the whole team.

- A. Clients can use the drop down menus to include or exclude sent messages, read, and unread messages, view by type and date.
- B. They can also send messages to their counselor/team contact from the button on the right.
- C. Text messaging from Counselor can also be turned off and on from this screen.
- D. For instructional videos click the  icon from any screen. You can also view the videos on YouTube at: <https://www.youtube.com/channel/UCQGXJs6bcSUnhdWu1CU5o7w>



Official Nebraska Government Website

myvrconsumertest [logout](#) 
[Home](#)

My Messages A

View: Only Unread A Include Sent

Type: - All -

Dates: - All -

[Send Message to My Counselor](#) B

Text Messaging from Counselor: On C

[Mark as Read](#)
Type: Appointment (Text)
From: Rita Meier
Date: 12/3/2014
Appointment - orientation
When - 12/18/2014 8:15 AM
With - Rita Meier

[Mark as Read](#)
Type: Appointment Details Changed
From: Test Counselor
Date: 11/19/2014
Appointment - Tasks
When -11/20/2014 12:00 AM
With -Test Counselor
What about this

[Mark as Read](#)
Type: From Counselor
From: Test Counselor
Date: 3/13/2014
Let's set up a meeting with disability services immediately. Remind me of your schedule and we can work around that. I have a really good contact at that office!

My Messages | **My VR Account** | **My Job Search** | **My Job Tools**

Copyright © 2014 Nebraska VR | Nebraska's Security, Privacy and Accessibility Policy | Nebraska VR Home Page | State of Nebraska Home Page

Example message from web browser view.

The screenshot displays the 'Official Nebraska Government Website' interface. At the top right, the user is logged in as 'myvrconsumertest' with links for 'logout' and 'Home'. The main content area is partially obscured by a modal dialog box titled 'New Message to Counselor'. The dialog box contains a text input field with the following message: 'Hello, I have been working on my cover letter and want stop by and have you look at it. Do you have time today for me to do that? I have uploaded the file to MyVR if you want to look at it before our meeting.' Below the text field are two buttons: 'Send' and 'Cancel'. In the background, a sidebar on the left shows filters for 'View', 'Type', and 'Dates'. A message card is visible, showing 'Mark as Read', 'Type: Appointment', 'From: Rita Meier', 'Date: 12/3/2014', and 'Appointment - orientation When - 12/18/2014 8:15 AM'. On the right side of the background, there are buttons for 'Message to My Counselor' and 'Counselor: On'.

My VR Account: Edit contact information, view demographics, and information collected during IPE development.

From the Contact Information tab, clients can make requests for updates to their address, phone number, and email. Email notification of these requests will be sent to the team contact and the message will be viewable by team members in the MyVR application. Requests require an acceptance or rejection on the MyVR Settings tab in QE2.

Add Phone Number

The screenshot shows the 'Add Phone Number' modal form overlaid on the 'My VR Account' page. The background page is titled 'Official Nebraska Government Website' and 'My VR Account'. The user is logged in as 'myvrconsumertest'. The modal form has a green header with the title 'Add Phone Number'. It contains the following fields: 'Phone Number:' with a text input field, an 'ext' input field, a dropdown menu set to 'Home Phone', and a checkbox for 'Text Ok'. Below these is a 'Comments:' text input field. At the bottom of the modal are 'Save' and 'Cancel' buttons. The background page shows the user's profile information: Name, Consumer Id, DOB, Address (100 main street, Norfolk, Nebraska 68701), and Phone numbers (999.999.6199 and 402.310.8373) with their respective types and comments.

Edit screen.

The screenshot shows the 'Edit Contact Information' modal form overlaid on the 'My VR Account' page. The background page is titled 'Official Nebraska Government Website' and 'My VR Account'. The user is logged in as 'myvrconsumertest'. The modal form has a green header with the title 'Edit Contact Information'. It contains the following fields: 'Address:' with a text input field containing '100 main street' and a '+' icon; 'City, State, Zip:' with a text input field containing 'Norfolk', a dropdown menu set to 'NE', and a text input field containing '68701'; 'Phone:' with a text input field containing '999.999.6199', an 'ext' input field, a dropdown menu set to 'Message', and a checkbox for 'Text Ok'; 'Comments:' with a text input field containing 'Friend's cell phone'; another 'Phone:' section with a text input field containing '402.310.8373', an 'ext' input field, a dropdown menu set to 'Cell Phone', and a checked checkbox for 'Text Ok'; 'Comments:' with a text input field containing 'Sarah's phone for testing'; and 'Email:' with a text input field containing 'test.consumer@hotmail.com' and a 'Comments:' text input field. At the bottom of the modal are 'Save' and 'Cancel' buttons. The background page shows the user's profile information: Name, Consumer Id, DOB, Address (100 main street, Norfolk, Nebraska), and Phone numbers (999.999.6199 and 402.310.8373) with their respective types and comments. A note at the bottom of the page states: 'Changes marked with ☆ have been submitted and are pending.' The footer contains navigation links: 'My Messages', 'My VR Account', 'My Job Search', and 'My Job Tools'.

There are several tabs of information for the client to explore. The VR Case tab is information generated from QE2 that represents status updates and documentation to task notes.

Official Nebraska Government Website

myvrconsumertest [logout ?](#)
[Home](#)

VR MY My VR Account

Name: Test Consumer **Case Id:** 9999999
Consumer Id: 999999 **Counselor:** Test Counselor
DOB: 7/6/1950 **Referral Source:** Secondary school

Contact Information Demographics **VR Case** Employment History Personal History

Status	Date
Plan Complete	5/30/2012
Application Complete	5/22/2012
Made Eligible	5/22/2012
Orientation Complete	5/10/2012

Task Notes

4/22/2014 — MyVR Communication and Requests for Information: Called
 Today I called and left a message for Troy at the Nebraska Truck Center. I called to advocate for Josh and let them know about his previous experience and how he would be a good fit for the position. Troy was not available so I left my name and number and I will try again if I do not hear from him soon.

3/31/2014 — MyVR Communication and Requests for Information: Called
 I called and spoke with Jenny Burk in HR at International Sensors. I told her the reasons that I thought that Josh would be a good fit for the Quality Technician position at IS. I also discussed the option of an OJT. She seemed very receptive to the information and said that she would pass it on to the head of the department.

2/24/2014 — MyVR FYI: Job Leads
 I finally was able to speak with Jason at Video Kingdom again, and he stated that they would not be able to do the OJE with Josh at this time. I thanked them for their time and consideration.

My Job Search: Links and tips for job search.

A. This section is a collection of links to external job search resources. B. Documents produced in house for the benefit of client's job search. Links and documents are posted by the administrator.

Official Nebraska Government Website

myvrconsumertest [logout ?](#)
[Home](#)

VR MY My Job Search

Links

- [Albion News Classifieds](#)
- [ASInc.net](#)
- [Staffing Agency](#)
- [Aventure](#)
- [Staffing Agency](#)
- [ComplianceJobs.com](#)
- [Columbus Telegram](#)
- [Faith Regional Health Services](#)
- [Indeed.com](#)
- [Monster.com](#)
- [My Wayne News Classifieds](#)

Documents

- [Generic Job Application](#)
Example of a job application, in pdf format.
- [Sample Interview Questions](#)
Practice Questions for job interview skill building.
- [Job Application Success Tips](#)

My Job Tools: Resume, application, cover letter samples.

A. A sample resume, cover letter, and application, populated with the client information, can be downloaded by the client and edited. To edit the client will need to download on a device with appropriate software. B. Clients can also upload documents to share with counselor. For example a client may want to share documents for feedback. Staff members can upload a copy of the signed Individualized Plan for Employment.

C. In addition, like each section of MyVR there is navigation to logout or return to the home screen. D. Near the bottom of each page there is navigation to each of the 4 main sections of the MyVR application.

The screenshot shows the 'Official Nebraska Government Website' header. The main content area is titled 'My Job Tools' and includes links for 'Sample Documents', 'Resume_sample.docx', 'Sample Cover Letter', and 'Application.docx'. There are also sections for 'Uploaded Documents' with an 'Upload New Document' button, and 'Plan for Employment' with a 'Test Plan for Employment' link. In the top right corner, there are links for 'myvrconsumertest', 'logout', and 'Home'. At the bottom, a navigation bar contains 'My Messages', 'My VR Account', 'My Job Search', and 'My Job Tools'. The footer includes copyright information and links to the Nebraska VR Home Page, State of Nebraska Home Page, and Nebraska's Security, Privacy and Accessibility Policy. Red arrows labeled A, B, C, and D point to specific elements: A points to the 'Sample Documents' link; B points to the 'Uploaded Documents' section; C points to the 'logout' and 'Home' links; and D points to the 'My Messages', 'My VR Account', 'My Job Search', and 'My Job Tools' navigation items.

These job search tools are a place to start for resumes, cover letters, and applications.

The following are screen shots of similar screens mentioned previously, as they would be viewed from a mobile device or small tablet.

Official Nebraska Government Website



Nebraska VR

Where your future begins

Login name:

Password:

[Log In](#)

Copyright © 2013 Nebraska VR
State of Nebraska Home Page
Nebraska VR Home Page
Nebraska's Security, Privacy and Accessibility Policy

Official Nebraska Government Website



myvrconsumertest [logout](#) [?](#)

Nebraska VR

Where your future begins

[My Messages](#)
(3 unread messages)

[My VR Account](#)

[My Job Search](#)

[My Job Tools](#)

Copyright © 2014 Nebraska VR State of Nebraska Home Page
Nebraska VR Home Page
Nebraska's Security, Privacy and Accessibility Policy



My Messages

[Send Message to My Counselor](#)

Text Messaging from Counselor: On Off

View: Include

Sent

Type:

Dates:

[Mark as Read](#)

Type: Appointment (Text)

From: Rita Meier

Date: 12/3/2014

Appointment orientation



My Messages

Hello,
I have been working on my cover letter and want stop by and have you look at it. Do you have time today for me to do that? I have uploaded the file to MyVR if you want to look at it before our meeting.

[Mark as Read](#)

Type: Appointment (Text)

From: Rita Meier



My VR Account

Name: Test Consumer
Consumer Id: 999999
DOB: 7/6/1950
Case Id: 9999999
Counselor: Test Counselor
Referral Source: Secondary school

[Identification](#) [Contact Information](#) [Demographics](#)
[VR Case](#) [Employment History](#) [Personal History](#)

My Messages	My VR Account	My Job Search	My Job Tools
-----------------------------	-------------------------------	-------------------------------	------------------------------

Copyright © 2014 Nebraska VR State of Nebraska Home Page
 Nebraska VR Home Page
 Nebraska's Security, Privacy and Accessibility Policy



My Job Search

Links

[Albion News Classifieds](#)

[ASInc.net](#)

[Staffing Agency](#)

[Aventure](#)

[Staffing Agency](#)

[ComplianceJobs.com](#)

[Columbus Telegram](#)

[Faith Regional Health Services](#)

[Indeed.com](#)

[Monster.com](#)



My Job Tools

Sample Documents



[Resume_sample.docx](#)

[Sample Cover Letter](#)

A sample cover letter, filled in with your personal information.

[Application.docx](#)

B



Uploaded Documents

Plan for Employment

[Test Plan for Employment](#)

D



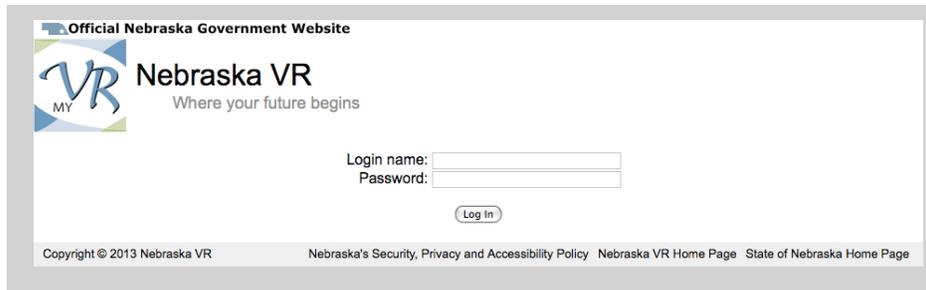
My Messages	My VR Account	My Job Search	My Job Tools
-----------------------------	-------------------------------	-------------------------------	------------------------------

For MyVR Staff Member

The login for MyVR can be found at <http://myvr.nebraska.gov/>.

Nebraska VR staff can login using their Email/VRIS/QE2 username and password.

The Login



Official Nebraska Government Website

MY VR
Where your future begins

Login name:
Password:

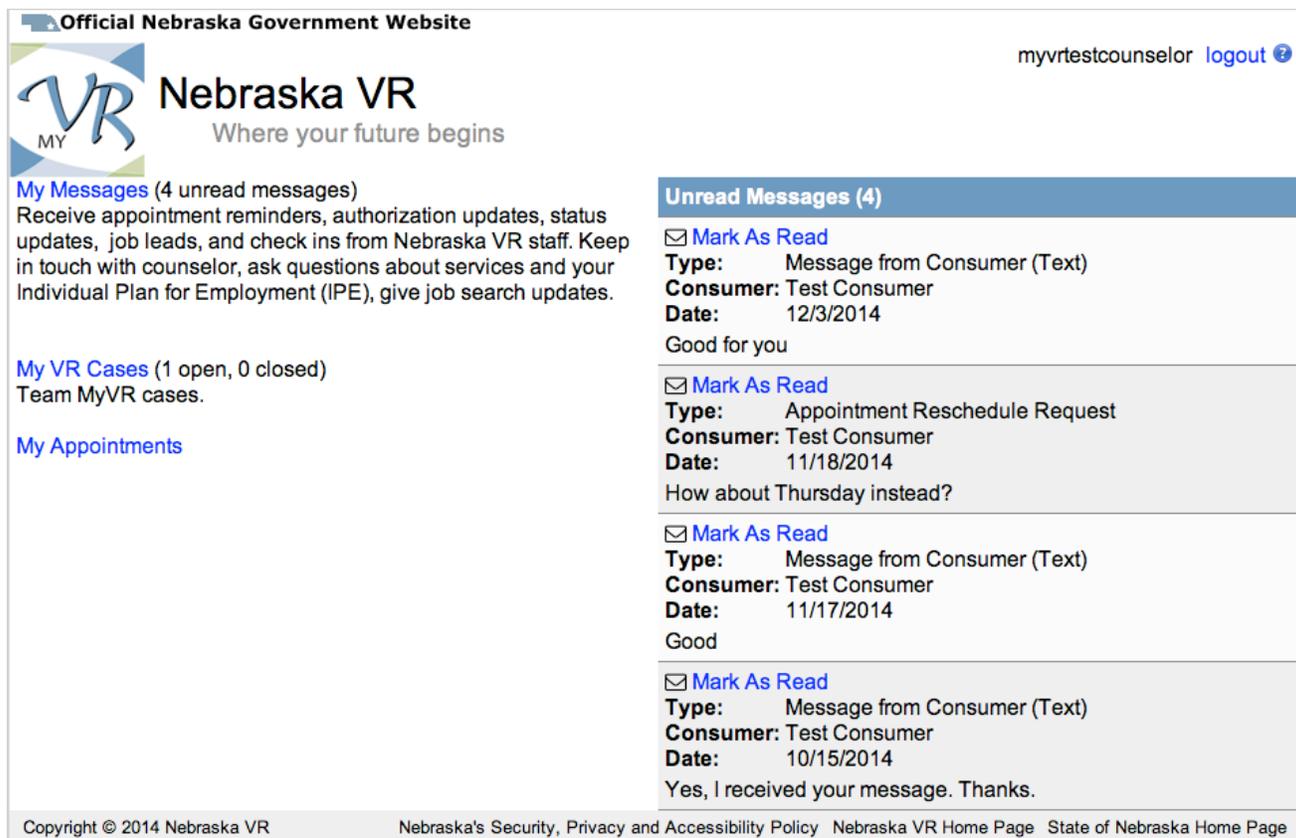
Log In

Copyright © 2013 Nebraska VR
Nebraska's Security, Privacy and Accessibility Policy
Nebraska VR Home Page
State of Nebraska Home Page

Once logged in, staff members will see navigation to three sections of MyVR:

- My Messages: Send and receive messages with your team contact that can be accessed by the whole team.
- My VR Case: Navigate to see the information viewable in from the clients My Account view which includes contact information, view demographics, and information collected during IPE development. See links and tips for job search and download copies of My Job Search Tool sample resume, cover letter and application populated with client information.
- My Appointments: Schedule and view appointments.

Staff Home Screen - Unread messages are visible from the home page on non mobile devices.



Official Nebraska Government Website

myvrtestcounselor [logout](#) ?

MY VR
Where your future begins

My Messages (4 unread messages)
Receive appointment reminders, authorization updates, status updates, job leads, and check ins from Nebraska VR staff. Keep in touch with counselor, ask questions about services and your Individual Plan for Employment (IPE), give job search updates.

My VR Cases (1 open, 0 closed)
Team MyVR cases.

My Appointments

Unread Messages (4)

- ✉ [Mark As Read](#)
Type: Message from Consumer (Text)
Consumer: Test Consumer
Date: 12/3/2014
Good for you
- ✉ [Mark As Read](#)
Type: Appointment Reschedule Request
Consumer: Test Consumer
Date: 11/18/2014
How about Thursday instead?
- ✉ [Mark As Read](#)
Type: Message from Consumer (Text)
Consumer: Test Consumer
Date: 11/17/2014
Good
- ✉ [Mark As Read](#)
Type: Message from Consumer (Text)
Consumer: Test Consumer
Date: 10/15/2014
Yes, I received your message. Thanks.

Copyright © 2014 Nebraska VR
Nebraska's Security, Privacy and Accessibility Policy
Nebraska VR Home Page
State of Nebraska Home Page

My Messages

A. Use the drop down menus to view your messages, another team member's, or for all members on your team. From this view you can respond or initiate a message to individual clients. B. Click "Compose New Message to Consumer" button to reply to an individual message. C. Don't forget to click the "Mark as Read" link to identify that you have read or responded to the message. Note the icon change upon click. D. To turn text messaging on my client, click on the client name to get to the screen for that case and go to the Messages tab.

Official Nebraska Government Website myvrtestcounselor [logout](#) [Home](#)

VR MY **My Messages**

Contact: Test Counselor **View:** Both Read & Unread

Type: - All -

Dates: - All - Compose Group Message

[Mark as Read](#)
Type: Message from Consumer (Text)
Consumer: [Test Consumer](#) [Compose Message](#)
Date: 12/3/2014
Good for you

[Mark as Unread](#)
Type: Appointment Reschedule Request
Consumer: [Test Consumer](#) [Compose Message](#)
Date: 11/18/2014
How about Thursday instead?

[Mark as Read](#)
Type: Message from Consumer (Text)
Consumer: [Test Consumer](#) [Compose Message](#)
Date: 11/17/2014
Good

[Mark as Read](#)
Type: Message from Consumer (Text)
Consumer: [Test Consumer](#) [Compose Message](#)
Date: 10/15/2014
Yes, I received your message. Thanks.

My Messages **My VR Cases** **My Appointments**

Copyright © 2014 Nebraska VR [Nebraska's Security, Privacy and Accessibility Policy](#) [Nebraska VR Home Page](#) [State of Nebraska Home Page](#)

Messages Tab for Individual Client

Official Nebraska Government Website

myvrtestcounselor [logout](#)

[Home](#)



Name: Test Consumer
Consumer Id: 9999999
DOB: 7/6/1950

Case Id: 9999999
Counselor: Test Counselor
Referral Source: Secondary school

[Contact Information](#) [Demographics](#) [VR Case](#) [Employment History](#) [Personal History](#) [Messages](#) [Documents](#)

[Compose New Message To Consumer](#)

Text Messaging from Counselor: On

Type: Message from Consumer
Date: 12/3/2014
Good for you

Type: Appointment
From: Rita Meier

Please note: Email notification that a message has been sent or a request to change contact information will go to the team contact identified in QE2. However, all staff members on the team can view and respond to client messages from the MyVR application. This will allow you to work in teams and back each other up when the team contact is on leave.

My Messages – Sending Group Messages

You can send Group Messages to clients in a specific milestone within a specific date range. You can also search for clients in Post Secondary. For instance you can find all the MyVR clients that started services in the last 45 days in order to send a welcome message.

The screenshot shows the 'My Messages' page with a list of messages. A 'New Group Message' dialog box is open, allowing the user to select recipients based on status and date range.

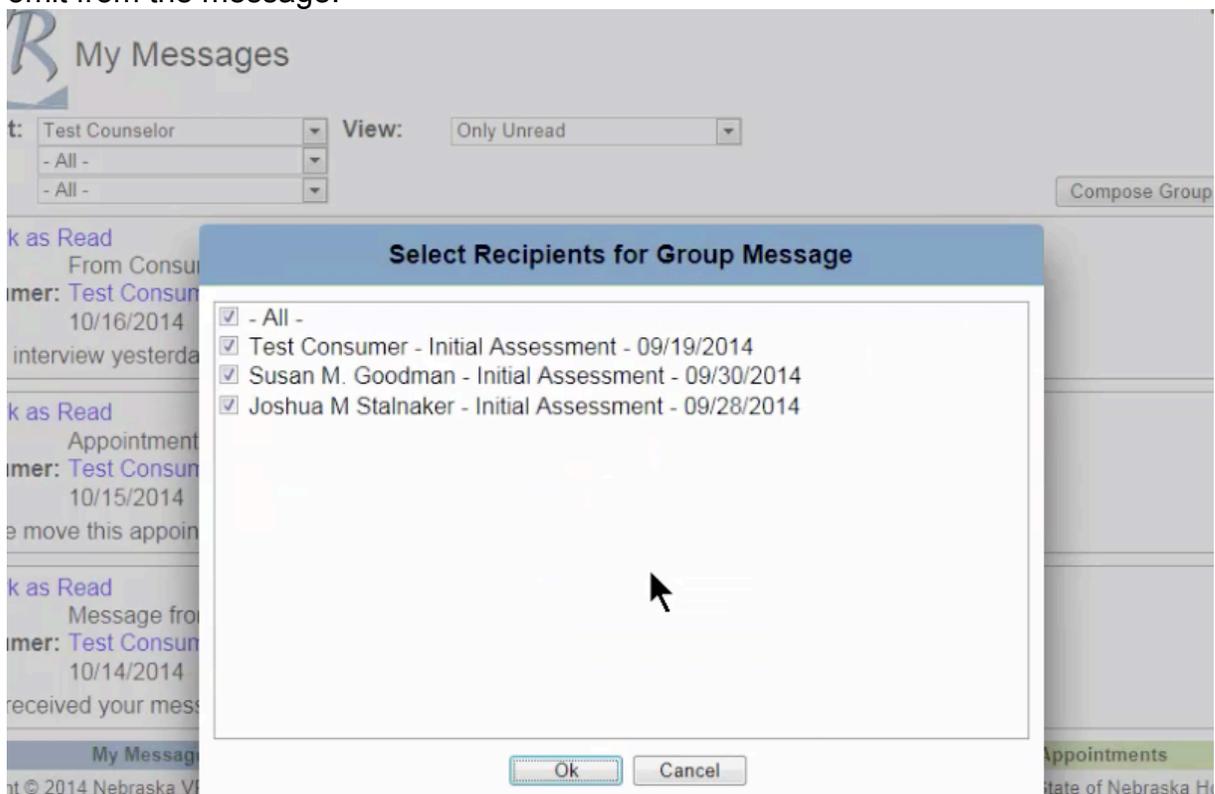
Message 1:
Type: From Consumer
Consumer: Test Consumer
Date: 10/16/2014
My job interview yesterday went well. Waiting to hear back from them.

Message 2:
Type: Appointment
Consumer: Test Consumer
Date: 10/15/2014
Can we move this appoin

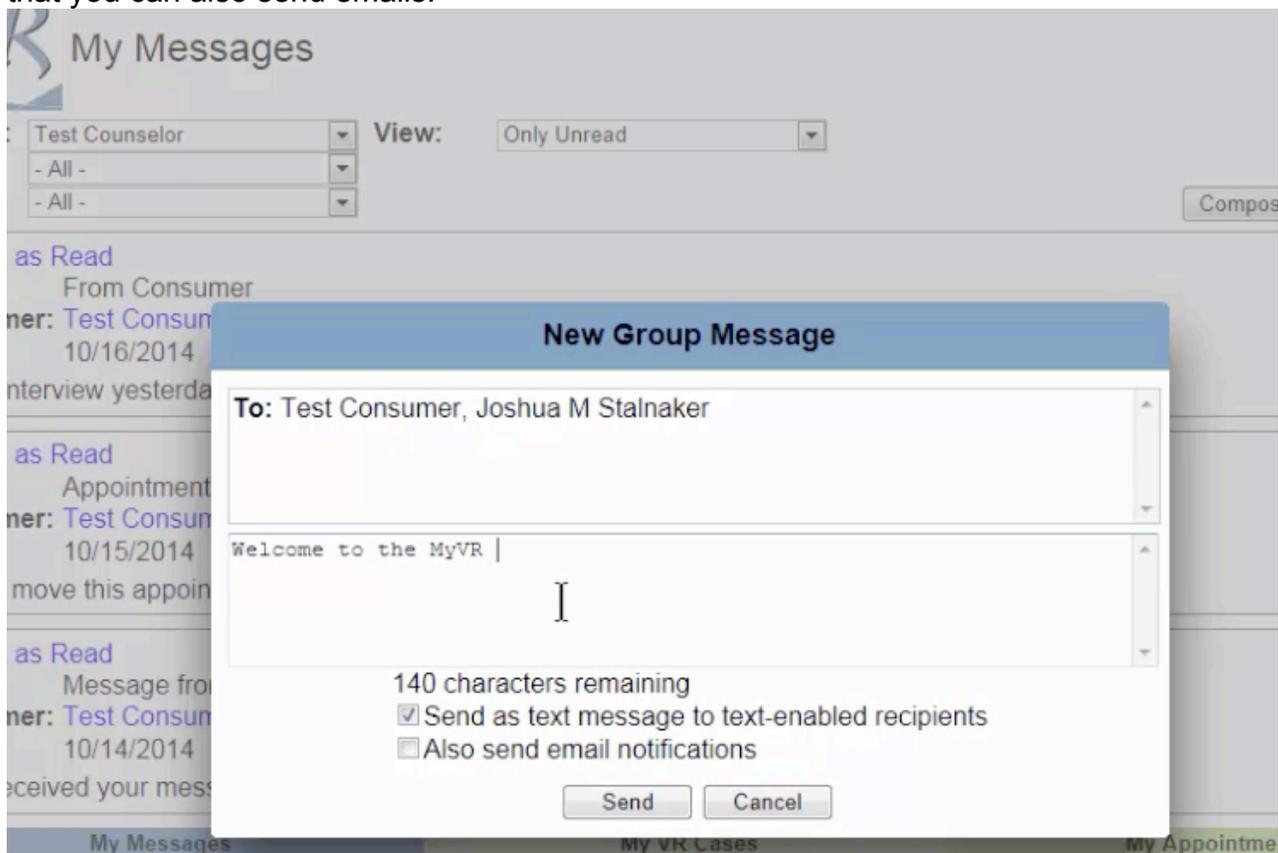
Message 3:
Type: Message from
Consumer: Test Consumer
Date: 10/14/2014
Yes, I received your message. Thanks.

New Group Message Dialog:
Choose consumers based on: Status [dropdown] - All Staff - [dropdown]
Initial Assessment [dropdown] From 09/15/2014 To [input]
Buttons: Select Recipients, Cancel

Clients that match the search criteria will be returned in a list. You can deselect clients that you wish to omit from the message.



Type a short message under 160 characters is recommended and encouraged and click send. If you want to text clients that have identified that texting is preferred, keep the "Send as text message to text-enabled recipients" checked. Those clients without texting enabled will receive an email instead. Note that you can also send emails.



My VR Cases

A. Use the drop down boxes to view the VR cases for yourself or all of your team. Click the consumer name to view the information available to them on the MyVR Account tab. B, The test consumer has pending changes and unread messages. C. The counselor/team contact has unread messages.

Official Nebraska Government Website

myvrtestcounselor [logout](#) [Home](#)

VR MY My VR Cases

View VR Cases for: Test Counselor **A**

Case Status: Open With Unread Messages With Pending Changes

Counselor	Consumer Name	Unread	Date Closed
Test Counselor	Test Consumer ☆ B 	 (3) C	

☆ = consumer has pending changes.
 = consumer has unread messages.
 = counselor has unread messages from or about that consumer.

[My Messages](#) [My VR Cases](#) [My Appointments](#)

Copyright © 2014 Nebraska VR Nebraska's Security, Privacy and Accessibility Policy Nebraska VR Home Page State of Nebraska Home Page

See which clients and counselors have unread messages. Click client name to navigate to their record.

Official Nebraska Government Website

myvrtestcounselor [logout](#) [Home](#)

VR MY My VR Cases

View VR Cases for: - All Contacts -

Case Status: Open With Unread Messages With Pending Changes

Counselor	Consumer Name	Unread	Date Closed
Amy Rose	Tory Tester		
Brigid Griffin	Cody Tester		
Brigid Griffin	Andrew C Tester		
Brigid Griffin	Lisa D Tester		
Kathleen Clements	Kayla A Tester		
Kathleen Clements	Randy D Tester		
Test Counselor	Test Consumer ☆ 	 (2)	

☆ = consumer has pending changes.
 = consumer has unread messages.
 = counselor has unread messages from or about that consumer.

[My Messages](#) [My VR Cases](#)

Copyright © 2013 Nebraska VR Nebraska's Security, Privacy and Accessibility Policy Nebraska VR Home Page State of Nebraska Home Page

My Appointments

Click My Appointments to navigate to calendar view for all appointments. A. You can switch to list view by clicking the link. B. From this view you can create group appointments. C. You navigation to change the month viewed.

Official Nebraska Government Website

myvrtestcounselor [logout](#) [Home](#)



My Appointments

[Switch to List View](#) ← A

December 2014

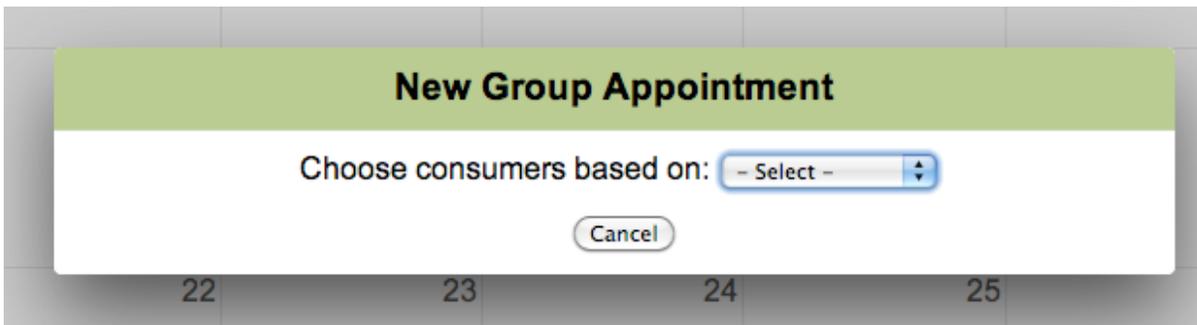
[Create Group Appointment](#)

today < >

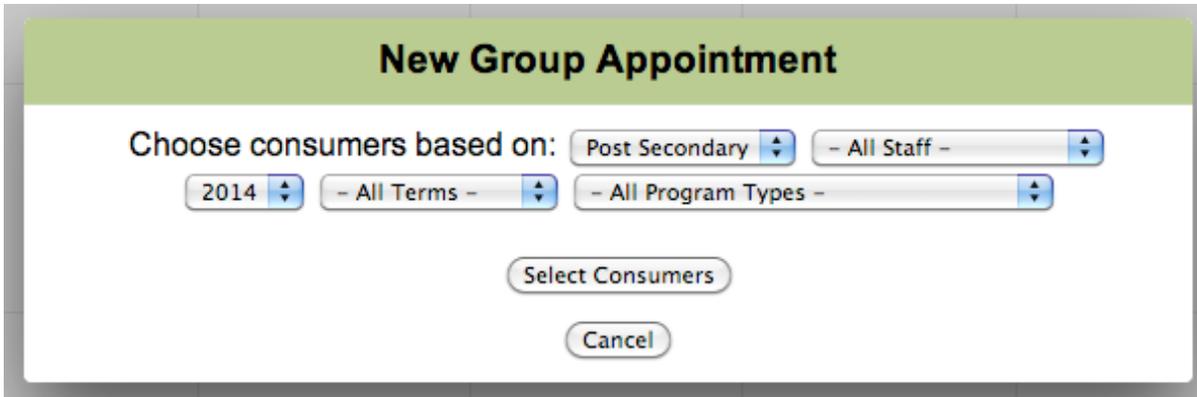
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

[My Messages](#) [My VR Cases](#) [My Appointments](#)

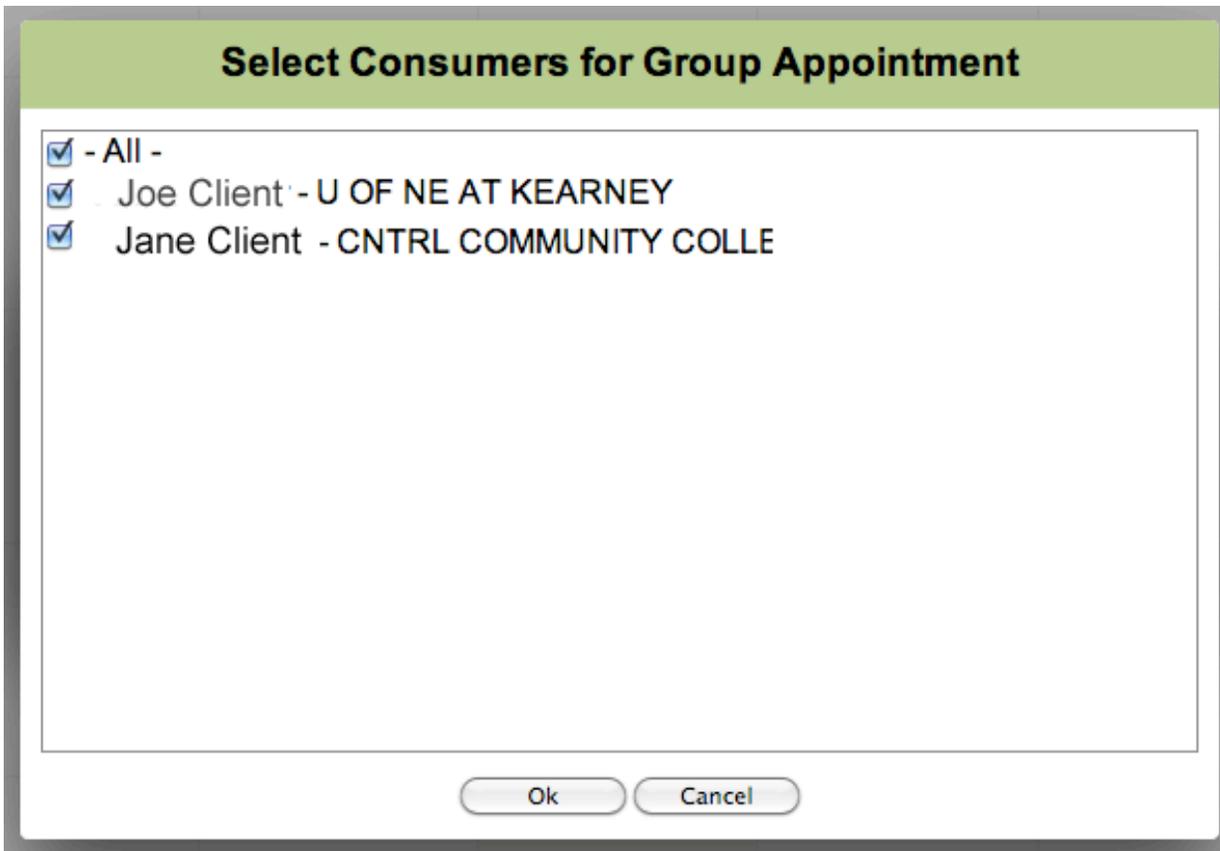
Copyright © 2014 Nebraska VR Nebraska's Security, Privacy and Accessibility Policy Nebraska VR Home Page State of Nebraska Home Page



You can create group appointments for clients in a specific milestone within a specific date range. You can also search for clients in Post Secondary.



Clients that match the search criteria will be returned in a list. You can deselect clients that you wish to omit from the message.



New Group Appointment

For: Jane Client, Joe Client

Staff Member: Test Counselor

When: [Empty]

Title: [Empty]

Details: [Empty]

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Time: 12:00 am

Hour: [Slider]

Minute: [Slider]

Done

[Empty] **Cancel**

Type a short message under 160 characters is recommended and encouraged and click send. If you want to text clients that have identified that texting is preferred, keep the "Send as text message to text-enabled recipients" checked. Those clients without texting enabled will receive an email instead. Note that you can also send emails.

New Group Appointment

For: Gabriel E Fisher, Alexandria A Haverluck

Staff Member: Test Counselor

When: 01/21/2015 12:30 pm

Title: Job Seeking Skills Class

Details: We are holding a job club class.

Send reminder the day before

Send as text message to text-enabled recipients

Also send email notifications

Activate Appointment **Cancel**

To accept address, phone, and email changes in QE2 navigate to the the MyVR Updates tab.

