

# SPARK - Setting Up Remote Editors from the User's device



Remote editing allows for the clinicians (SLPs, OTs, etc.) to have access to your SPARK page sets from their PC computer. This provides optimal collaboration and support as they can edit, program and backup your SPARK profile without physically needing the device. Follow the steps below to provide your clinicians access to your device.

## Step 1: Create a Google Account as the Clinician

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

## Step 2: Login to this account in the user's profile in Spark

- Menu > settings > my profile > cloud settings
- In cloud settings choose create backup, choose sign in w/ google
- A new tab opens in your default browser
- Select the google account you want to use for backing up
- You MUST give requested permissions by selecting the 3 boxes, then hit continue
- You will be notified via your Google Account's Gmail and asked to confirm again that you have actually given permission. Give your permission once again.
- Close your browser window and return to Mind Express.
- After some time, the user profile is linked to the Google account and the first backup has been made. This will be specified with the Backup status
- Choose one of the following options to create new backups:
  - A manual backup: choose Create a new backup.
  - An automatic daily backup: in Automatic backup, choose Yes and in Every day at set the time in hh:mm, for example 18:45.
  - To do this, Mind Express must be active and logged in with this user. Otherwise, the backup will be executed automatically at the next log-in with this user.
- Choose OK.

## Step 3: Download a licensed copy of SPARK onto your PC (or you can use another Winslate device)

- Menu > settings > my profile > cloud settings
- In cloud settings choose the + icon
- A popup will appear, type in all email addresses of individuals you would like to have remote access to the user's profile and select ok
  - \*they must be using a Google account

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