

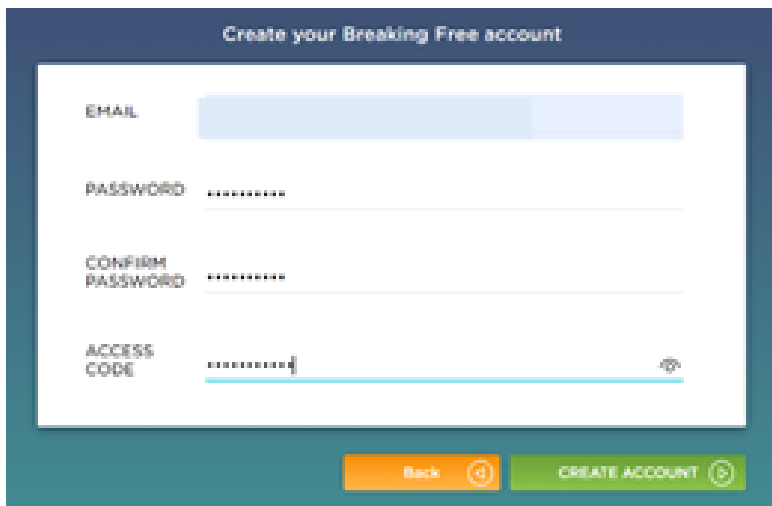
How to use 'Breaking Free'

Type www.breakingfreeonline.com into your browser. You will need audio on your PC or phone to hear the sound.

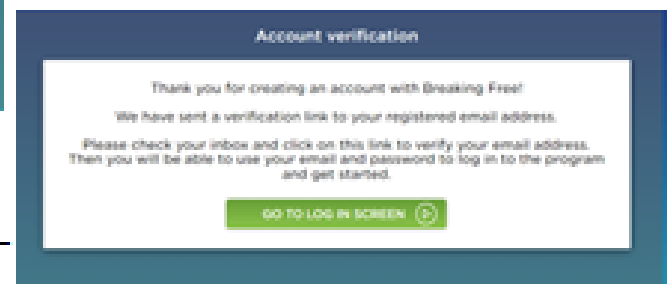
The first time you use 'Breaking Free', click



On the second screen read through the terms and conditions, and click on 'I AGREE' to continue

A screenshot of a web form titled "Create your Breaking Free account". It has four input fields: "EMAIL", "PASSWORD", "CONFIRM PASSWORD", and "ACCESS CODE". The "ACCESS CODE" field has a small icon to its right. At the bottom, there are two buttons: "Back" (orange) and "CREATE ACCOUNT" (green).

Enter your email, a password chosen by yourself, and the Access code you have been given by South Tyneside Adult Recovery Service **Access Code: Durham11** click on 'CREATE ACCOUNT' and follow instructions as follows:



Click the link in the email 'Breaking Free' has sent you to get the following screen.

Tip: You may have to check your 'junk' emails



Type in your email and the password you chose yourself and click 'LOG IN'

Follow the instructions on each screen. You will eventually come to a series of screens asking you about yourself. This information is used to create a personal diagram to highlight the things going well and not so well in your life. There are also short videos to explain.

Tip: If you don't want to answer all the questions in one go – click on



When you have reached the end of the questions and videos, your personal diagram is displayed. Red/amber/green colours indicate which areas you are finding most difficult. You can display more detail by clicking the round symbol top left.



Clicking on the lightbulb symbol plays a sequence to explain how the areas of the diagram fit together and influence each other

Clicking on any of the boxes, for example 'Negative thoughts', gives information and guides you through how to complete an activity to help with this aspect of your life.

For example, if you click on 'Negative thoughts' you get the following.

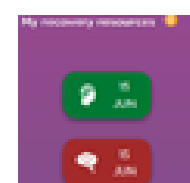


Clicking on 'Information' leads you through screens to understand the thoughts. 'Action' leads you to an exercise and action plan.



You can download or email the action plan to yourself.

This also appears as a resource in your 'Recovery Toolkit', (You can get top this from the 'Breaking Free' menu (see overleaf).



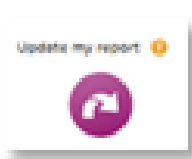
There are lots of resources and action plans on 'Breaking Free', just click on areas of your diagram to find them and experiment. They are well explained and easy to follow and you can work through them at your own pace and re-do some of them if you wish.

You may Logout, (see overleaf), at any time and continue again when you have some more time.

When you next want to use 'Breaking Free' , type www.breakingfreeonline.com into your browser and log on by entering your email and the password you chose. The password is **case sensitive**. When you have logged on, your 'dashboard' is displayed.



This gives a visual representation of your situation so far.




Updates information for your diagram and dashboard by asking how you are now feeling about aspects of your life.



Leads to your diagram.

The Menu

You can get to the Breaking Free menu by clicking on  This is displayed at the top left of the screen.



My diagram



My recovery toolkit



My recovery clock



My settings



My data



View tutorial



Find meetings



Log out

You can change your password by clicking on ‘My settings’.

‘View tutorial’ reminds you of the most effective way to use ‘Breaking Free’.

‘My recovery clock’ tells you how much time you have spent working on ‘Breaking Free’.

The ‘Recovery toolkit’ and Diagram have been discussed on previous page and you can display your Dashboard by clicking on [My dashboard](#) at the bottom.