



AIR SPACE QUICKSTART GUIDE



Need help? Book a 15 minute support call [here!](#)

Welcome to AIR Space!

We're so glad you're here. Your digital pocket coach - AIR Space - has been purpose-built to support you on your resilience building journey. Access your AIR Space when it's convenient for you by visiting www.my-airspace.com on your desktop, tablet, or mobile device.

Getting Started

1

Check your inbox for your invitation to AIR Space

If you don't see it, take a peak in your junk folder.

2

Create Your Profile

Click on the custom invitation link sent to your email to set up your profile.

Username: _____

Password: _____

3

Meet Your Coach

Watch a brief introduction video to meet your Coach and get acquainted with all the features in your AIR Space.

4

Start Building Your Resilience!

Just 5 minutes per day can improve your health, well-being, and performance.

Your Coaching Staff



Dr. Jackie Kinley
Head Coach

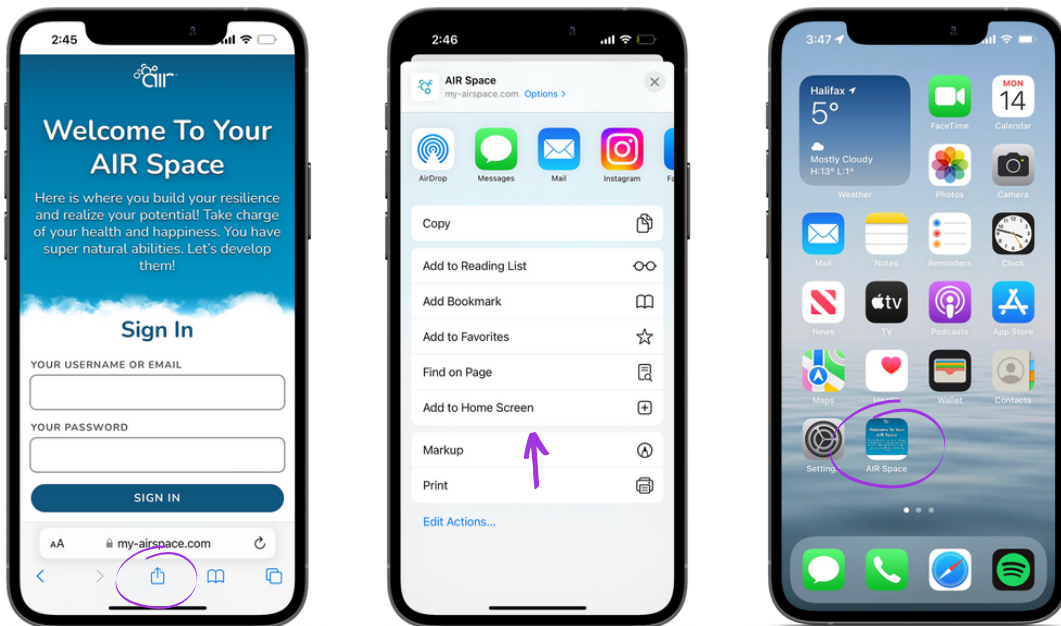


Martha Reid
Assistant Coach
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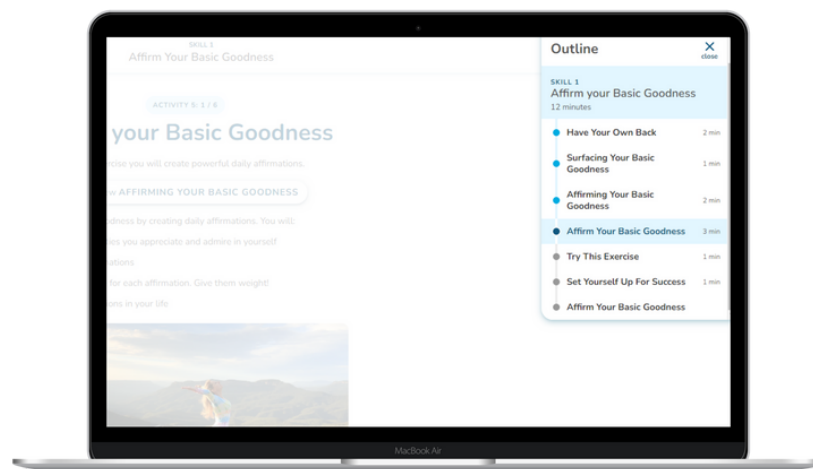
Pro Tips



Add a shortcut to your smartphone homescreen for quick access to your AIR Space!



Only have 5 minutes? That's all you need! Click on the **Outline** button at the top right-hand corner of your screen to see the full list of activities and how long each one takes. Don't worry - your progress will be saved so you can go at your own pace.



Privacy Policy



Your privacy is paramount to us. All data collected within the app is kept confidential and secure. We do not share or sell your personal data. If you are joining us as part of an organization, only information on progress and aggregate trends will ever be reported on. We also use anonymized and aggregate data internally to refine and improve the user experience.

FAQs

1

Why does my password have to be 12 characters long?

We know creating a 12-character password is a bit of a hassle, but it's the best way to protect your data!

2

What if I forget or lose my password?

Click on 'forgot your password?' on the login screen and follow the instructions to create a new one.

3

What if I need mental health support?

AIR Space is a resilience-building tool and is not intended for medical use. Consult a doctor or other healthcare professional if you believe you require mental health support.

4

What mental muscle group should I start with?

Once you've created your profile, your AIR Space will provide you with a personalized recommendation on where to start based on your identified goal.

5

Who do I contact if I need help with the app or require tech support?

Don't hesitate to reach out to your Assistant Coach at airspace-support@air-institutes.com. We're here for you!

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Visit us at www.air-institutes.com/my-air-space-faq to see answers to more FAQs!