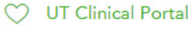
Creating and Maintaining UpToDate Accounts

A personal account is now required to get remote access to UpToDate and the account must be created on a UT Campus, in the ProMedica Affiliation area, or by using the Virtual Lab. We ***strongly encourage*** you to create the account using a personal laptop or computer.

Tip: Do you have an account with UpToDate? If you are not sure, an easy way to check is to click on UpToDate from the Mulford website (https://www.utoledo.edu/library/mulford/). If you see a blue and/or an orange subscribe box or green UpToDate box in the upper right hand part of your screen, *scroll up slightly* and click on **login** with your personal account information. If you cannot get into UpToDate, Follow the steps below to create your UpToDate accounts on-or-off campus!

Off Campus Instructions (Includes ProMedica Health System Instructions)

Step 1: Go to https://vlab.utoledo.edu/

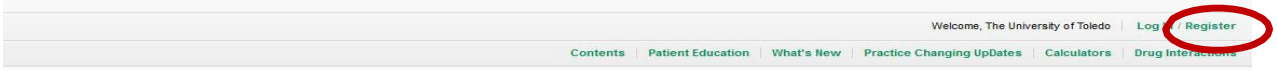
> ***Note: From a ProMedica PC, navigate to MyProMedica, My Work, ProMedica Apps and click on "UT Clinical Portal" app 
>

Step 2: Click the second icon VMWare Horizon HTML Access

Step 3: Type your UTAD username and password and click Login

Step 4: Click the UT Open icon and wait a few moments while the Virtual Lab load with your "personal desktop." From this screen, click on either the Google Chrome or Firefox icon and then go the Mulford Library Website (http://www.utoledo.edu/library/mulford) and click on UpToDate.

Step 5: Complete *only the required fields* and use your ***University of Toledo email address*** on the screen below.



Register for an UpToDate account

Make the most of your UpToDate experience: Register for an account and benefit from mobile access to our trusted clinical content. Plus, earn and redeem CME/CE/CPD credits while you work.

Already registered? Please log in with your UpToDate username and password.

First Name

Last Name

Email

ZIP/Postal Code

Specialty

Role

Create your username and password

Username

Password

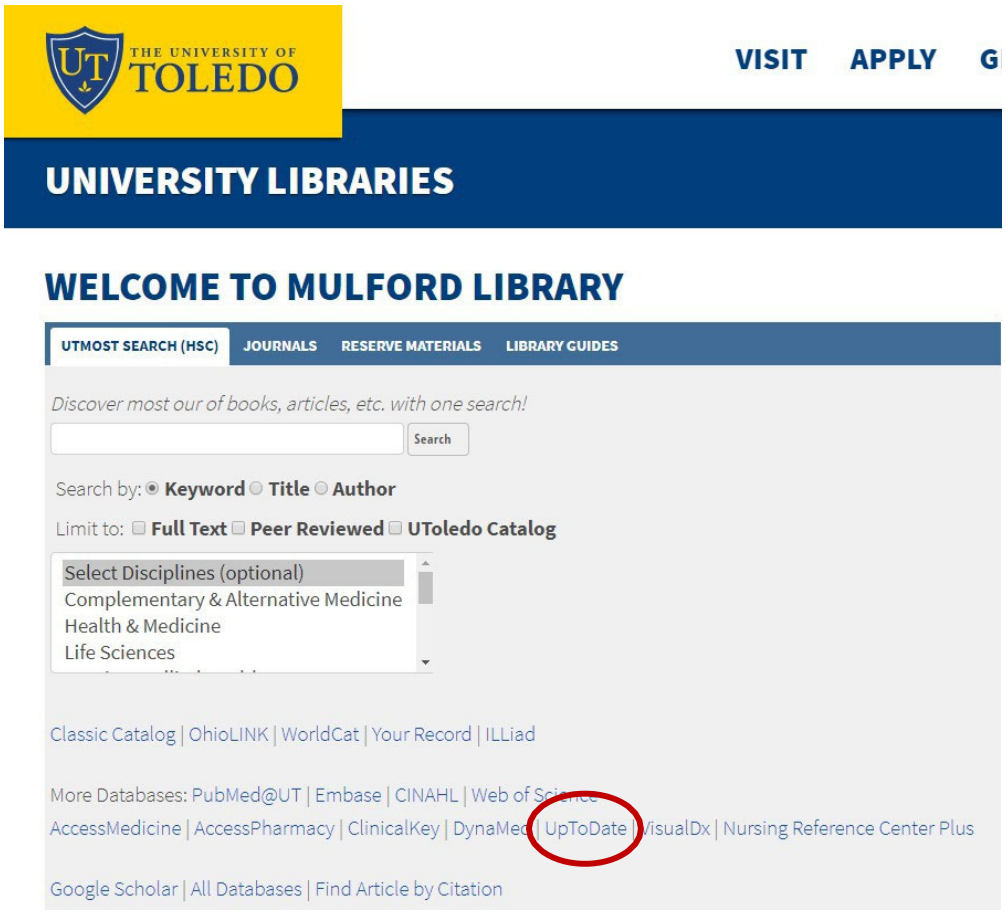
Password rules:
- 8 to 24 characters
- at least 1 uppercase letter
- cannot match username
- at least 1 number, or special character from the following set:
  . - _ @ # $ * ! ( ) + =

Verify Password

Submit Registration

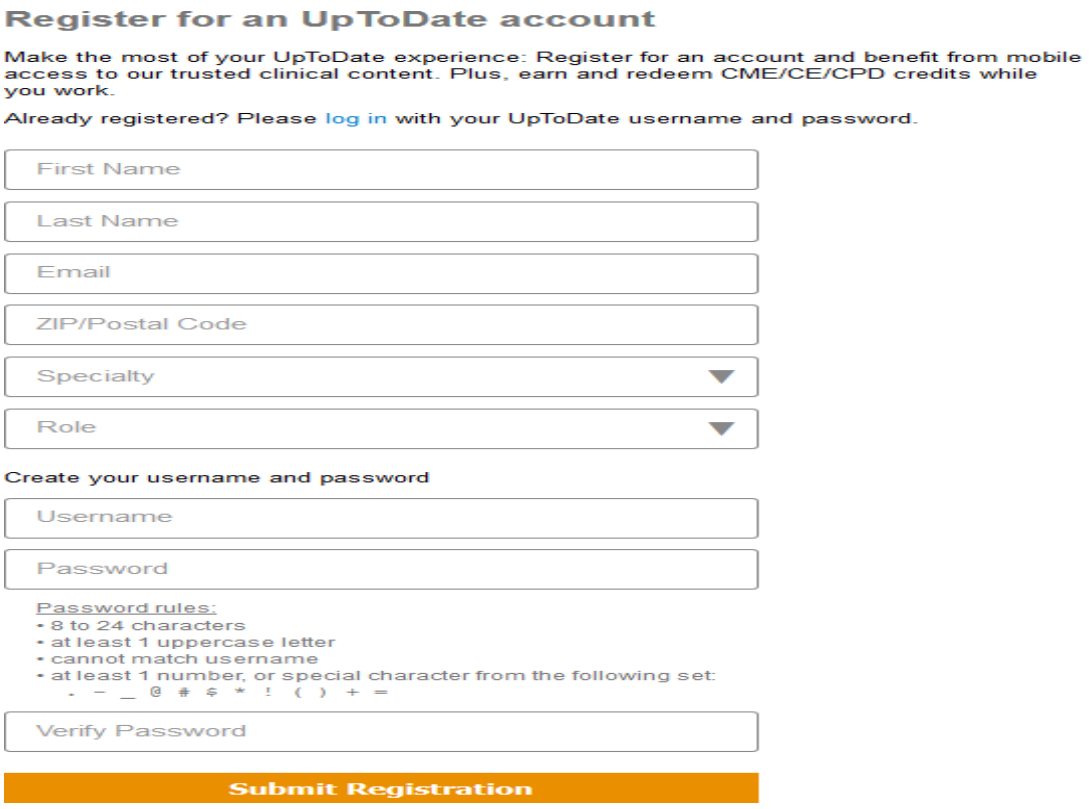
<u>On Campus Instructions</u>

Step 1: With a ***personal*** computer or tablet from any UT Campus or the affiliation area in ProMedica, go to the Mulford Library Website (www.utoledo.edu/library/mulford) and click on UpToDate.



Step 2: Click on the register button! Note: the register and login buttons are separate.

Step 3: Complete *only the required fields* and use your ***University of Toledo email address*** on the screen below.



UpToDate App instructions

Step 1: After creating a personal account, download UpToDate from the App Store (IOS devices) or on the Google Play (non-IOS devices).

Step 2: Login with your personal UpToDate account information.

Step 3: *Re-authenticate by Clicking yes to the email from UpToDate every 90 days to maintain access via the App.*

If you have any questions about creating an account, please contact Margaret Hoogland (margaret.hoogland@utoledo.edu) or call 419.383.4214.

For *existing UpToDate account issues*, please contact UpToDate directly by calling 1.800.998.6374 or by emailing customerservice@uptodate.com