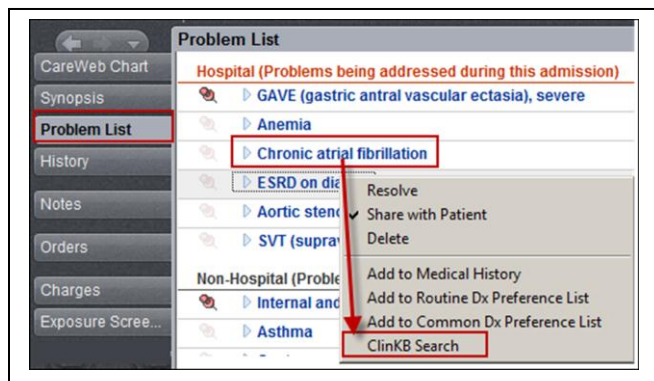


UpToDate Anywhere Tip Sheet For Clinicians with MiChart Access

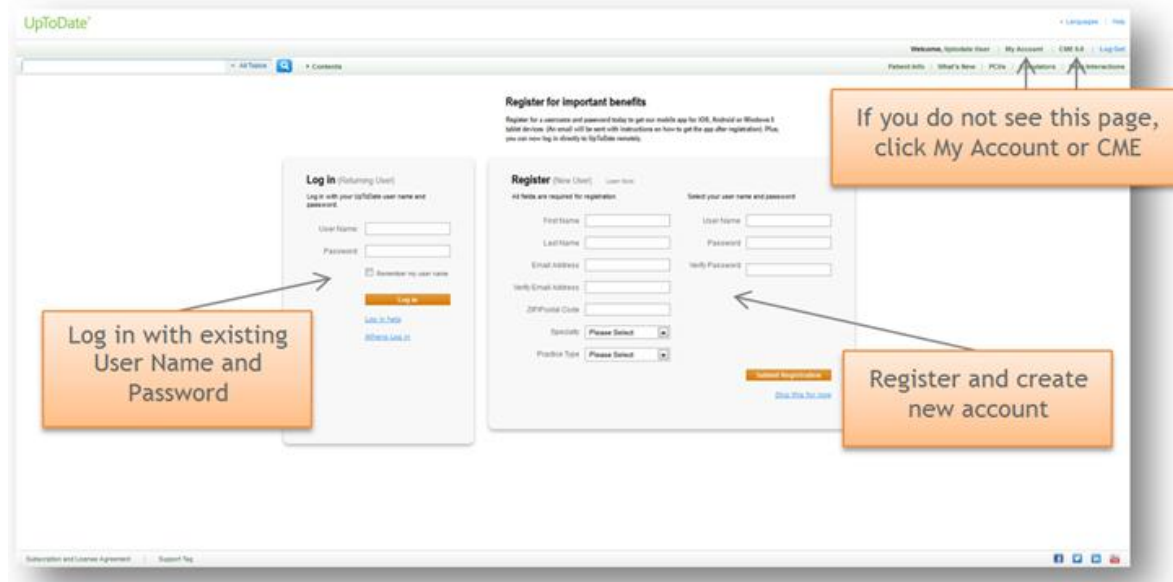
Getting Registered

1. Log in to MiChart.
2. In MiChart, access UpToDate by **right-clicking** in Chief Complaint, Health Maintenance, Diagnosis, Allergies, Problem List, Medication Entry, Procedure Entry, Flowsheets, Results, Vitals, or Medication Review. (See 1 example below).



3. The first time you access UpToDate in MiChart you will see the Registration page.

Please note: If you already have an UpToDate username and password, do not re-register. Enter your existing username and password on the returning user side of the screen (left side). If you do not know your username and password or want to inquire about your personal subscription, please contact our customer service (contact information located on the bottom of the page).



4. To register, complete all fields on the right side of the registration page and then click *Submit Registration*. If you already have an UpToDate User Name and Password, log in on the left side of the registration page. If you do not see this page, click the My Account tab or CME tab.

5. Upon completion of the registration process, you will receive a confirmation email from UpToDate with instructions on downloading the Mobile App.

You are now registered and able to download the Mobile App and earn CME credits!

Mobile Access

Once registered, you can install the Mobile App on up to **two devices** by following the instructions below:

1. On your smartphone or tablet, search for “UpToDate” in your app store and install the free app.
2. Open the UpToDate Mobile App upon completion of download.
3. Log in with your UpToDate User Name and Password. *You only need to do this once – the app remembers your User Name and Password.*



Access UpToDate Remotely

- In addition to the Mobile App, you can access UpToDate from any computer with internet access.
- Simply go to www.uptodate.com/online and click the “Log In” button located in the top right corner of the UpToDate home page, and enter your User Name and Password.

Maintaining Access

- In order to maintain uninterrupted access to UpToDate Anywhere, you must re-verify your affiliation with your organization once every 30 days.
- Re-verification can be done using the following methods:

Preferred Method

1. Access UpToDate via MiChart at least once every 30 days. This will automatically re-verify your affiliation and you will not receive any re-verification messaging. This method requires no UpToDate log in.
2. Log in to UpToDate by going to www.uptodate.com/online from a computer or device connected to your organization’s network. This method requires you to log in to UpToDate with your UpToDate User Name and Password.

Please Note: In-application & email messaging will inform you of the need to verify affiliation if you have not done so by day 25. You will receive a second alert at day 30. If you fail to re-verify by day 30, you will lose mobile and remote access. To regain access, please complete the re-verification process outlined in steps 1 or 2.