Using myLoyola

Welcome to Loyola Medicine and myLoyola. Patients with an active myLoyola account have the ability to securely access their Loyola University Health System medical record. myLoyola provides you with online access to your medical record. It can help you participate in your healthcare and communicate with your providers.

From myLoyola, you can:

- Review summaries of your previous appointments, including issues addressed during each visit, your vital signs, and tests or referrals that were ordered.
- View your medications, including dosage information and instructions, and request a refill.
- View new lab results, as well as trends over time. For example, view results for your past cholesterol tests on a graph to see if you're close to meeting your target number.
- Access your family members' medical records. For example, you can view your child's growth charts, immunization history, and upcoming appointments.
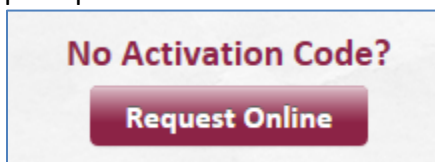
Getting Started

To sign up for myLoyola, you must be at least 12 years old. There are several different methods of myLoyola signup that might be used by different departments across the organization:

- Clinic staff might sign you up directly while you're at the front desk or in the exam room.
- A myLoyola activation code can be printed on your After Visit Summary.
- A myLoyola activation code can be emailed to you.
- A myLoyola activation letter (complete with the activation code) can be sent to you.

Alternatively, if you haven't been given an activation code, you can request one online. To request an activation code online:
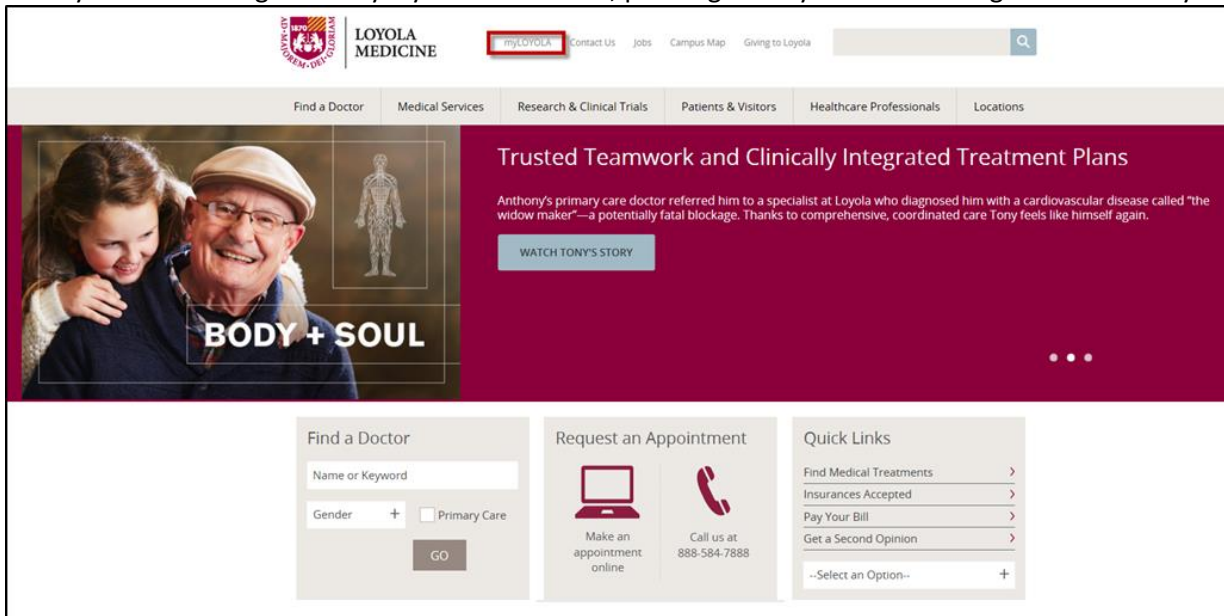
1. On the myLoyola login page, click **Sign Up Now** in the **New User?** section.
2. Click the **Request Online** button under the **No Activation Code?** section, and follow the prompts.

3. An email with an activation code will be sent to you.
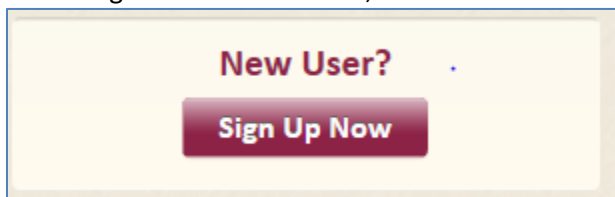
Use your activation code to sign up

Once you have been given a myLoyola Access code, please go to loyolamedicine.org and click on myLoyola.

1. The myLoyola sign in page will launch.

2. On the right side of the screen, under New User? Click **Sign Up Now**.

3. Enter the Access Code provided to you as well as your personal information and click **Next**.

4. You will be prompted to create a user name and password. You will also be prompted to answer a Security Question. When you have completed this step, click **Next**.

5. You will be prompted to verify (or enter) your E-mail address. Upon completion, click **Sign In**.

6. Please read the **Terms and Conditions** and if you do not want to see the box in the future, **click Please do not show this page next time** and click **Accept**.

7. The next time you log in you will see the main log-in page. Simply enter in your myLoyola Username and Password and click **Sign In**.