

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.

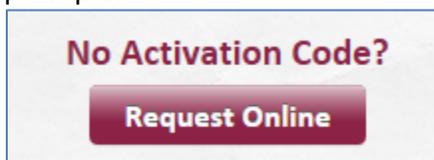
Getting Started

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:

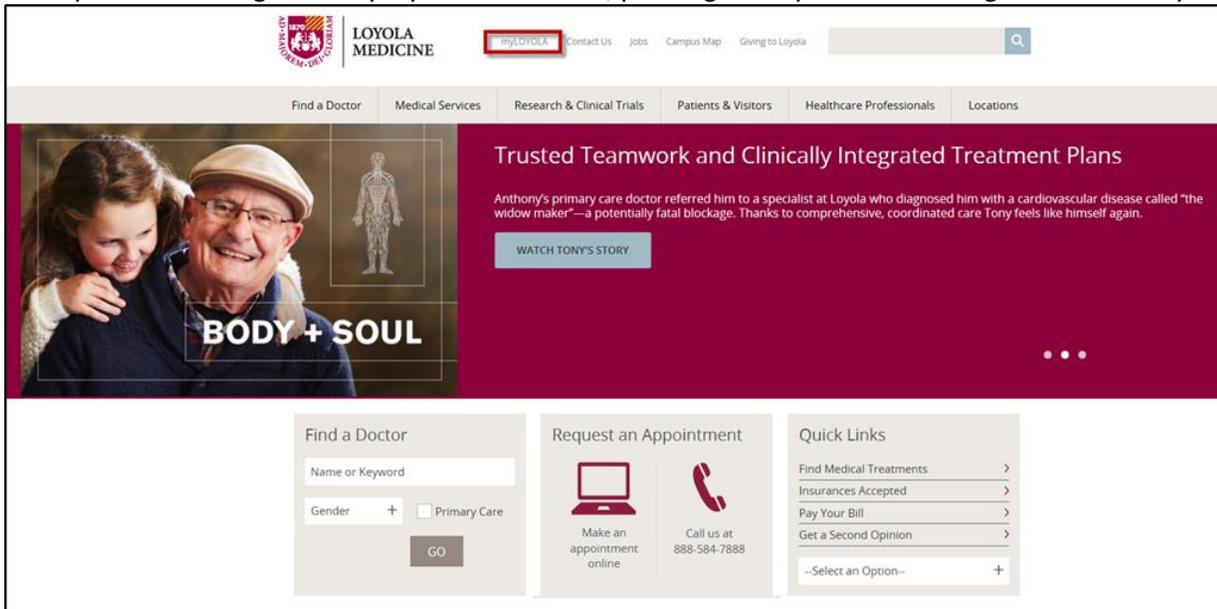
1. On the myLoyola login page, click **Sign Up Now** in the **New User?** section.
2. Click the **Request Online** button under the **No Activation Code?** section, and follow the prompts.



3. An email with an activation code will be sent to you.

Use your activation code to sign up

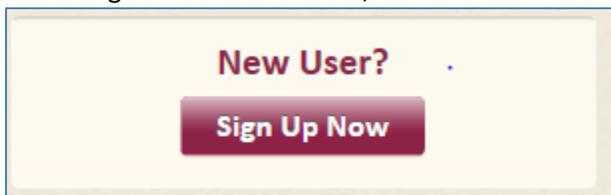
Once you have been given a myLoyola Access code, please go to loyolamedicine.org and click on myLoyola.



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**.

This screenshot shows the 'Please Identify Yourself' registration page, which is Step 1 of 3. The page is titled 'Please Identify Yourself' and includes the instruction 'All fields are required.' There is a link for 'Cambiar a Español' in the top right corner. The form contains three main sections: 1) 'myLoyola Activation Code' with input fields for 'TGKRRK' and '5SN5H', and a note that the code must be entered as it appears on the enrollment letter. 2) 'Social Security Number (Last 4 Digits)' with a masked input field and a note to enter the last four digits. 3) 'Date of Birth' with input fields for '02', '12', and '1952', and a note to use the format mm/dd/yyyy. At the bottom, there is a red-bordered 'Next' button, a link for 'No Activation Code?' with a 'Request Online' button below it.

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**.

This screenshot shows the 'Choose a Username & Password' registration page, which is Step 2 of 3. The page is titled 'Choose a Username & Password' and includes the instruction 'All fields are required.' There is a link for 'Cambiar a Español' in the top right corner. The form contains three main sections: 1) 'myLoyola Username' with an input field containing 'TESTPRODBARB' and a note that the username cannot be changed. 2) 'Password' with two input fields (one for the password and one for retyping it) and a note that the password must be at least eight characters and case sensitive. 3) 'Security Question' with a dropdown menu showing options like 'Where were you born?' and 'What is the name of your first pet?'. A note states that the password cannot be included in the security question. At the bottom, there is a red-bordered 'Next' button.

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

The screenshot shows a web page titled "E-mail Notifications" with the subtitle "Step 3 of 3". It features two input fields for "E-mail Address" and "Retype E-mail Address", both containing the text "testprodbarb@gmail.com". A "Sign In" button is highlighted with a red box at the bottom center. A note on the right states: "Your e-mail address will be used for alerts only. We will not share your e-mail address with anyone." An example email address "Example: chris@company.com" is shown below the first input field.

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**.

The screenshot displays a "Terms and Conditions" page with a scrollable text area titled "Terms of Use / Online Privacy". The text explains that the site is owned by Loyola University Health System and that compliance with the Terms of Use is a condition of use. Below the text area, there is a checkbox labeled "Please do not show this page next time" which is currently unchecked. At the bottom, there are two buttons: "Accept" (highlighted with a red box) and "Decline".

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**.

The screenshot shows the myLoyola login page. It has two input fields: "myLoyola Username" with the text "testprodbarb" and "Forgot myLoyola Username?" link, and "Password" with a masked password field and "Forgot Password?" link. A "Sign In" button is highlighted with a red box at the bottom. The footer text reads "MyChart © Epic Systems Corporation".