

## 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 Syst*

## 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.

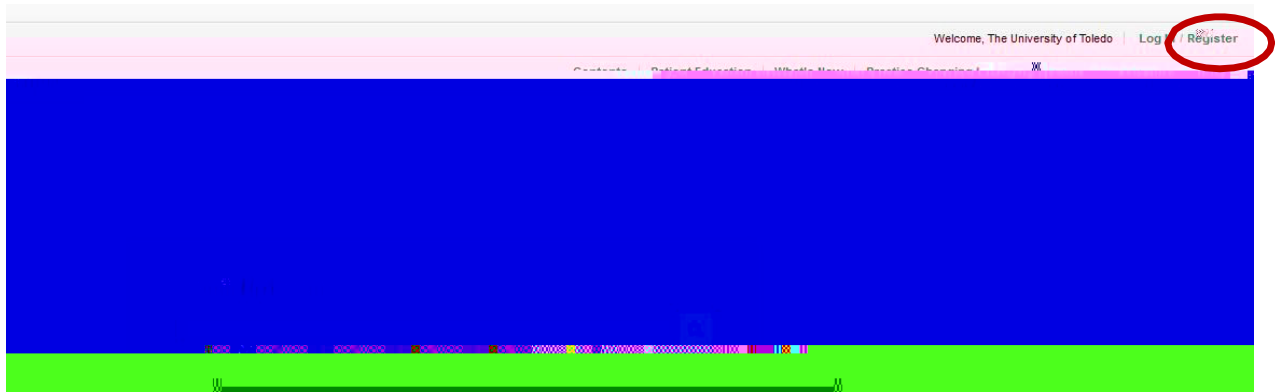
<input type="text" value="First Name"/>	
<input type="text" value="Last Name"/>	
<input type="text" value="Institution"/>	<input type="text" value="JAMA Medical Center"/>
<input type="text" value="Specialty"/>	<input type="text" value="Specialty"/>
<input type="text" value="Title"/>	<input type="text" value="Title"/>
<b>Create your username and password</b>	
<input type="text" value="Username"/>	<input type="text" value="Username"/>
<input type="text" value="Password"/>	<input type="text" value="Password"/>
<small>Password rules: • 8 to 24 characters • at least 1 uppercase letter • cannot include spaces • cannot include special characters or symbols</small>	
<input type="text" value="Verify Password"/>	<input type="text" value="Verify Password"/>
<input type="button" value="Registration"/>	<input type="button" value="Submit: Register"/>

**On Campus Instructions**

**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](http://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.

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Registration form for an UpToDate account. The form includes the following fields and sections:

- First Name (text input)
- Last Name (text input)
- Country (dropdown menu)
- Medical Creds (checkbox)
- Specialty (dropdown menu)
- Books (checkbox)
- Create your username and password section:
  - Username (text input)
  - Password (text input)
  - Verify Password (text input)
- Password rules:
  - Must be 8 characters
  - Must be 24 characters
  - Must contain 1 uppercase letter
  - Must contain 1 number
  - Must contain 1 special character
- Submit Register (button)

### **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](mailto:margaret.hoogland@utoledo.edu)) or call 419.383.4214.

*For existing UpToDate account issues*