UpToDate Registration

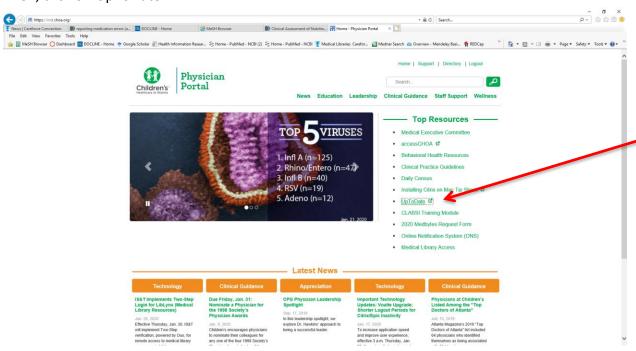


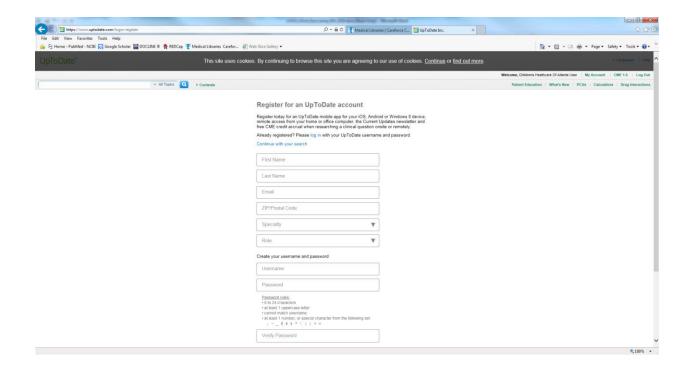
From the Physician Portal

Login to https://md.choa.org/ with your Children's network username and password, leaving the CHOA\ in front of your username. (The Solution Center, 404-785-6767, can assist with network username and password issues.)



Then, click on UpToDate:





You will then be prompted to complete a registration form: **the username and password is user-generated**. You will need it to access your CME reports and to download UpToDate Anywhere to your mobile devices.

Q: I did not register upon my first access to UpToDate, how do I register now?

A: You may register later by going to the My Account/CME tab and clicking on the Click here to register link.

Q: How do I combine my individual subscription with this registered account?

A: You may combine your active individual account with this institutional account so that all of the CMEs are available in one location. This can be done during the registration process, by using your individual subscription login on the left side of the registration page under Returning User.

If you fail to merge accounts upon registration, you can follow these steps:

- 1. When in UpToDate click the My Account tab and log in.
- 2. Select Consolidate accounts from the options listed
- 3. When prompted, enter the username and password for the second account you would like to merge.
- 4. Review your account information to ensure it is correct, then click Submit to merge the accounts.

Please note that when merging an individual subscription, once the accounts are merged, you will use your login credentials from the individual subscription to access the combined CME credits.

Q: How do I use UpToDate Anywhere?

A: Download the UpToDate Anywhere app to your smartphone or table; then use the ID and password you created via the Physician Portal when prompted.

Q: How do I change my login?

A: Follow these steps to change your login:

- 1. Log in to UpToDate
- 2. Click on the "My Account" tab
- 3. Click on the Username/Password link
- 4. Follow on-screen steps to update your login information

Q: Can I have more than one registered account?

A: You may have more than one registered account from various institutions or access points. You may, however merge these accounts together into one master CME bucket by following these steps:

Combine accounts during the registration of new account by using the Returning User login on the left side of the registration page. Provide your current account credentials during registration and it will automatically merge your current account with your new account. OR

When in UpToDate click the My Account tab and log in

Select Consolidate accounts from the options listed

When prompted, enter the username and password for the second account you would like to merge.

Review your account information to ensure it is correct, click Submit to merge accounts

Q: I merged my registered and individual account. What happens when my individual account expires?

A: When your individual account expires, all access and rights will automatically transfer to those maintained by Children's. There will be no change to your CME records or any other changes that you need to make. Please note that if you did not merge your accounts, you have four months to redeem any remaining credits on your individual subscription; once your account expires, they will not be able to merged.

Q: What happens to my UpToDate account when I leave my employer?

A: Your CME bucket and UpToDate account will remain active and you will be able to process and retrieve any existing CME. Further access to UpToDate content would require purchasing an individual subscription or accessing from another facility that provides institutional access.

Questions? Email kate.daniels@choa.org or christine.willis@choa.org