Creating and Maintaining UpToDate Accounts

Due to some changes, 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. Once created, every 90 days re-authentication (saying, yes this is my account!) must happen or a new account must be created. 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 go 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 account from off campus via the Academic Virtual Lab or from the Health Science Campus, Main Campus, UTMC, or ProMedica Affiliation area!

Off Campus Instructions

Step 1: With a ***personal*** computer or tablet, download the VM Horizon Client for your PC or Mac. You can also access these links by going to: https://my.vmware.com/web/vmware/downloads.

Step 2: Go to vlab.utoledo.edu and select Academic Labs and click connect

Step 3: Enter your UTAD credentials. Username is your UTAD account username, password is your UTAD account password, and domain should be set to UTAD and click connect.

Step 4: Select the Virtual Lab you wish to connect to from the list of available labs and click connect.

Step 5: Then go the Mulford Library Website (http://www.utoledo.edu/library/mulford) and click on UpToDate (More Databases>UpToDate).

Step 6: Complete *only the required fields* and use your *University of Toledo email address* on the screen below.

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.

First Name

Last Name

Email

ZIP/Postal Code

Specialty ▼

Role ▼

Create your username and password

Username

Password

Password rules:
• 8 to 24 characters
• at least 1 uppercase letter
• cannot match username
• at least 1 number, or special character from the following set:
  . – _ @ # $ * ! ( ) + =

Verify Password

Submit Registration

Step 7: Re-authentication – Every 90 days: you will get an email reminding you to "check-in" from a personal device to keep your account active.

If you have any questions about creating an account, please contact Margaret Hoogland (margaret.hoogland@utoledo.edu) or call 419.383.4214.

For *existing UpToDate account issues*, please contact UpToDate directly by calling 1.800.998.6374 or by emailing customerservice@uptodate.com

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) and click on UpToDate. If you are at ProMedica, go the ProMedica library website and click on UptoDate Below is a picture of how to access UpToDate from the Mulford Library website.
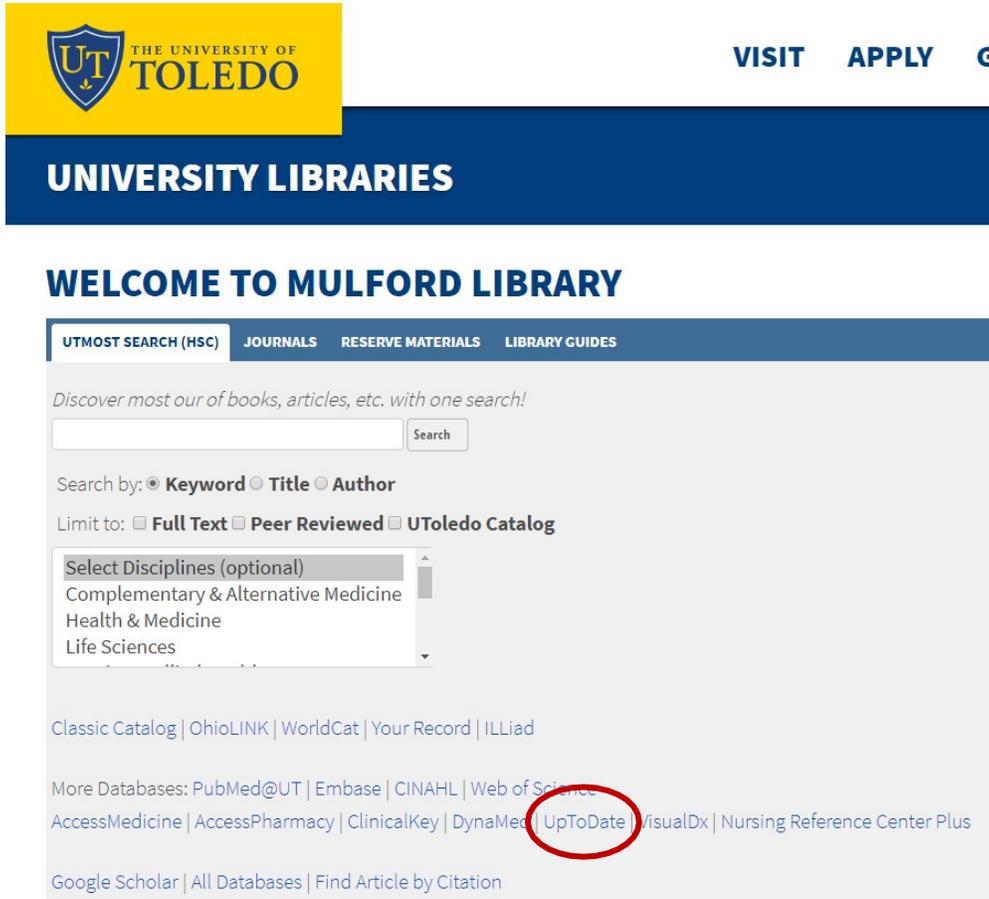
Step 2: Click on the register button! <u>Note</u>: the register and login buttons are separate.

Step 3: Complete *only the required fields* and use your *University of Toledo email address* on the screen below.

Step 4 - Re-authentication – Every 90 days: you will get an email reminding you to "check-in" from a personal device to keep your account active.

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