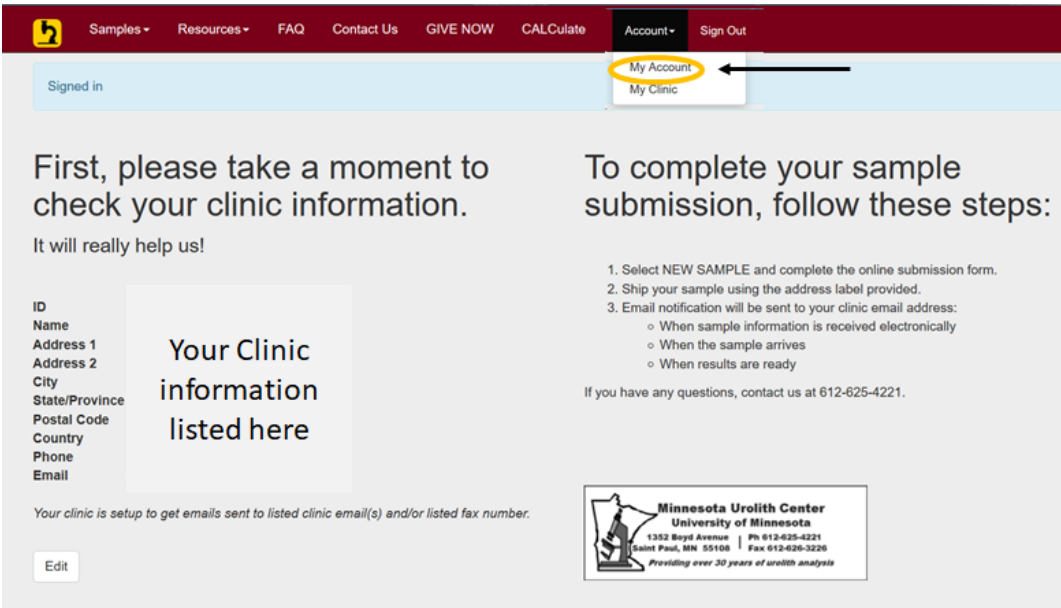


## Minnesota Urolith Center Online System - Managing my Account Information

Log into our website [urolithcenter.org](http://urolithcenter.org) with your username and password. See "creating an online account" if you do not have a user name and password.

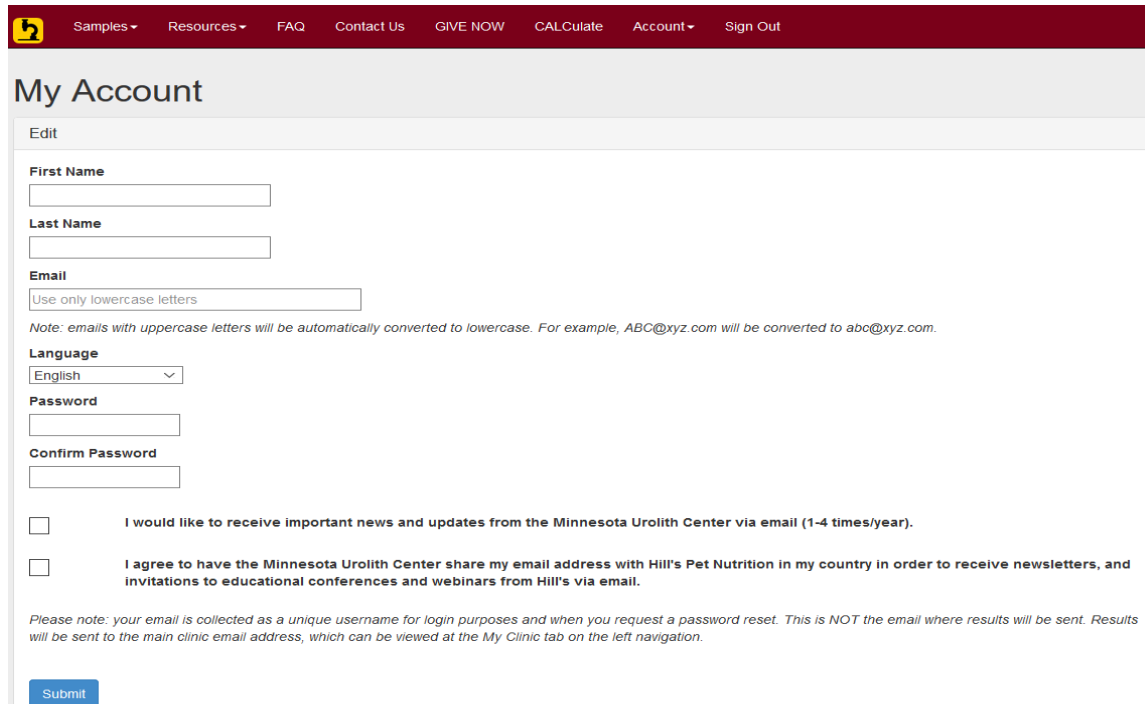
### Manage my User Information

If you need to change your login email or password select **Account** - then **My Account** from the toolbar.



The screenshot shows the website's navigation bar with a dark red background. The 'Account' menu is open, and 'My Account' is highlighted with a yellow circle and a black arrow pointing to it. Below the navigation bar, there is a light blue bar with 'Signed in' on the left. The main content area is divided into two columns. The left column has a heading 'First, please take a moment to check your clinic information.' and a sub-heading 'It will really help us!'. Below this is a form titled 'Your Clinic information listed here' with fields for ID, Name, Address 1, Address 2, City, State/Province, Postal Code, Country, Phone, and Email. A small 'Edit' button is at the bottom left of this form. The right column has a heading 'To complete your sample submission, follow these steps:' followed by a numbered list of three steps. Below the list is a note: 'If you have any questions, contact us at 612-625-4221.' At the bottom right of the main content area is a logo for the Minnesota Urolith Center, University of Minnesota, with contact information and a tagline 'Providing over 30 years of urolith analysis'.

You can change your name, email and/or password. **Select → SUBMIT** to save your changes.



The screenshot shows the 'My Account' page. The navigation bar is the same as in the previous screenshot. The page title is 'My Account'. Below the title is an 'Edit' button. The form contains the following fields: 'First Name' (text input), 'Last Name' (text input), 'Email' (text input with a note 'Use only lowercase letters'), 'Language' (dropdown menu set to 'English'), 'Password' (text input), and 'Confirm Password' (text input). Below the form are two checkboxes: the first is for receiving important news and updates from the Minnesota Urolith Center via email (1-4 times/year), and the second is for agreeing to have the Minnesota Urolith Center share the user's email address with Hill's Pet Nutrition. At the bottom of the form is a blue 'Submit' button. A note at the bottom of the page states: 'Please note: your email is collected as a unique username for login purposes and when you request a password reset. This is NOT the email where results will be sent. Results will be sent to the main clinic email address, which can be viewed at the My Clinic tab on the left navigation.'

**Manage My Clinic Information**– Select **Account** - then **My Clinic** on the toolbar.

Signed in

My Account  
My Clinic

First, please take a moment to check your clinic information. It will really help us!

Your Clinic information listed here

ID  
Name  
Address 1  
Address 2  
City  
State/Province  
Postal Code  
Country  
Phone  
Email

To complete your sample submission, follow these steps:

1. Select NEW SAMPLE and complete the online submission form.
2. Ship your sample using the address label provided.
3. Email notification will be sent to your clinic email address:
  - o When sample information is received electronically
  - o When the sample arrives
  - o When results are ready

If you have any questions, contact us at 612-625-4221.

Your clinic is setup to get emails sent to listed clinic email(s) and/or listed fax number.

Edit

**Minnesota Urolith Center**  
University of Minnesota  
1352 Boyd Avenue | Ph 612-625-4221  
Saint Paul, MN 55108 | Fax 612-625-3226  
Providing over 30 years of urolith analysis

Minnesota Urolith Center New Sample Search Reprint Packing Slip My Account My Clinic Resources Sign Out

My Clinic (0)

Clinic Name and Address

Clinic ID (auto-generated/non-editable)  
0

Name  
UNSPECIFIED

Address 1  
UNKNOWN

Address 2

City  
UNKNOWN

State / Province  
MN

Postal code  
MN55108

Country  
United States

Clinic Contact

Phone

Fax

Email Notification Language

Email  
Important: Email address(es) entered in this box should be authorized for receiving private medical record information. Modifying, adding, or removing emails in this field will alter the recipient of future medical record information.

I agree to have the Minnesota Urolith Center share my clinic email address(es) with Hill's Pet Nutrition in my country in order to receive newsletters, and invitations to educational conferences and webinars from Hill's via email.

Notification Methods

Email  Fax Notification (US & CAN only)

To modify your clinic name and address information please contact the Minnesota Urolith Center at [support@urolithcenter.org](mailto:support@urolithcenter.org) or phone 612-625-4221.

Under **Clinic Contact** you can add or modify your clinic phone, fax, or email inform

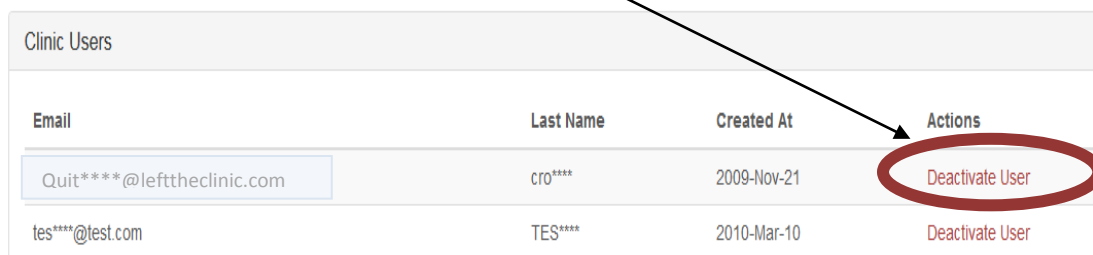
Under **Notification Methods** you can modify how your clinic receives results by selecting email and/or fax notification. **The Fax notification option is only for US or Canadian clinics.**

Clinic Users - this is a list of people at your clinic that are authorized to submit and view submissions/results.

Clinic Users

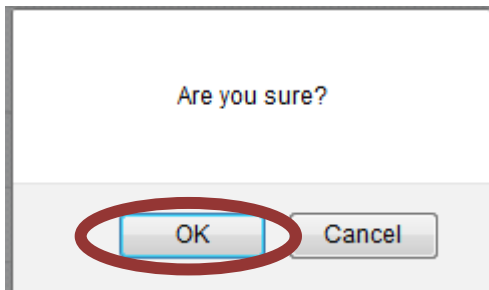
Email	Last Name	Created At	Actions
Quit***@lefttheclinic.c	cro****	2009-Nov-21	Deactivate User
tes****@test.com	TES****	2010-Mar-10	Deactivate User

If Clinic users on the list are no longer associated with your clinic – you can deactivate their login account access by selecting Deactivate User next to the User you want to removed.



Email	Last Name	Created At	Actions
Quit****@lefttheclinic.com	cro****	2009-Nov-21	<a href="#">Deactivate User</a>
tes****@test.com	TES****	2010-Mar-10	<a href="#">Deactivate User</a>

If will ask you if you are sure? If you are sure = press OK.



\*\* If you Deactivate a User in error – please email the laboratory at [support@urolithcenter.org](mailto:support@urolithcenter.org) and provide them with your clinic account information and the User that has been deleted and we can re-activate the user.