

## 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 your login name icon** - - then **My Account** from the toolbar.

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Signed in

My Account  
My Clinic

### Please confirm your clinic information below.

ID	Your clinic account information is listed here.
Name	
Address 1	
Address 2	
City	
State/Province	
Postal or Zip Code	
Country	
Phone	
Email	

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

Edit

### To complete your sample submission, follow these steps:

1. Select Samples then Submit New Sample and complete the online submission form.
2. Ship your sample using the address label provided. Be sure to affix adequate postage.
3. Email notification will be sent to your clinic email address:
  - When sample information is received electronically
  - When the sample arrives
  - When results are ready

If you have any questions, contact us at [support@urolithcenter.org](mailto:support@urolithcenter.org).

Start New Sample

Use a Calculator

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

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## MY ACCOUNT

First Name  
Lori

Last Name  
Smith

Email  
abc@123

Note: emails with uppercase letters will be automatically converted to lowercase. For example, ABC@xyz.com will be converted to abc@xyz.com.

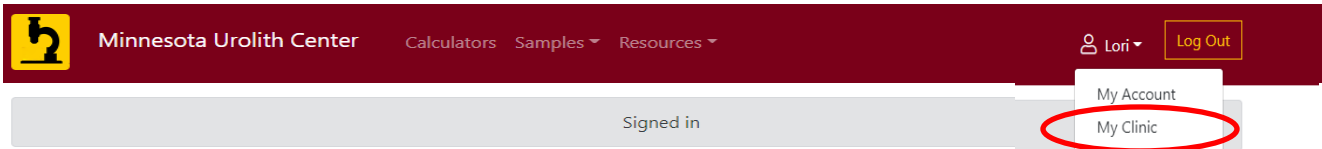
Language  
English ▾

Password

Confirm Password

Submit

**Manage My Clinic Information**– Select **your login name icon** - then **My Clinic** on the toolbar.



**Please confirm your clinic information below.**

ID

**To complete your sample submission, follow these steps:**

1. Select Samples then Submit New Sample and complete the



**My Clinic (0)**

Clinic Name and Address

Clinic ID (auto-generated/non-editable)

Name

Address 1

Address 2

City

State / Province

Postal code

Country

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.

Clinic Contact

Phone

Fax

Email Notification Language

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.

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

Notification Methods

Email  Fax Notification (US & CAN only)

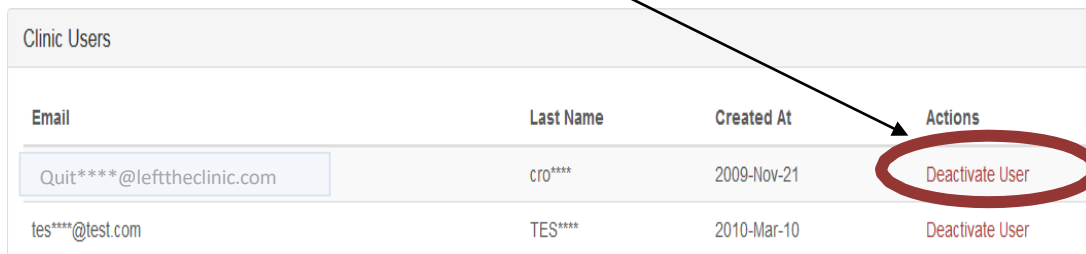
Under **Notification Methods** you can modify how your clinic receives results by selecting email and/or fax notification. **The Fax notification option is only for US or Canadian clinics.**

**Clinic Users**

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

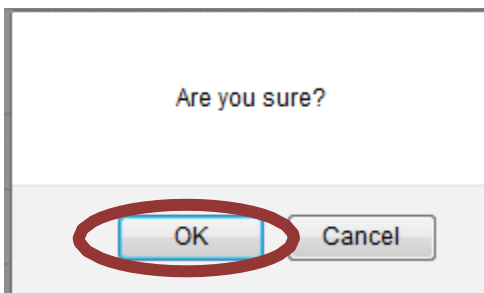
Clinic Users - this is a list of people at your clinic that are authorized to submit and view submissions/results.

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.