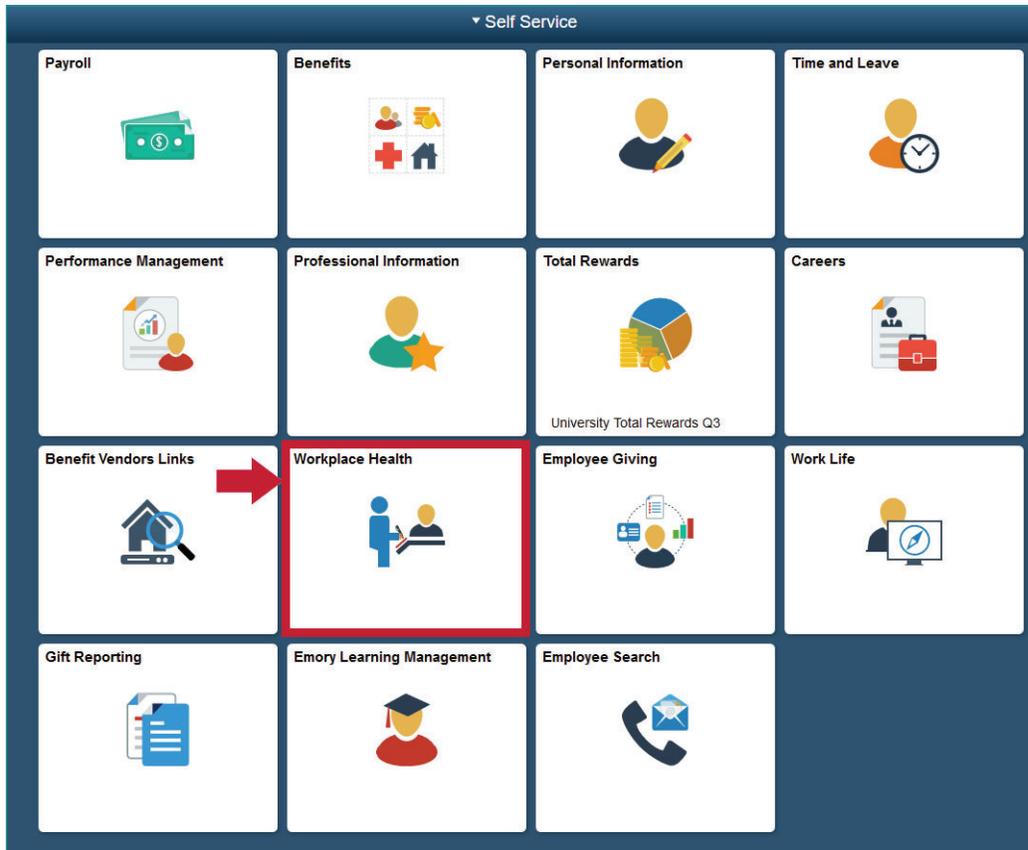


# How to View/Print Your Medical Information



**Overview:** This job aid guides Emory University employees through the step-by-step directions for viewing or printing medical information in HOME.

**1** To access HOME, log in to Self-Service (<http://leo.cc.emory.edu>) with your Emory Network ID and password. Then, click on the **Workplace Health** tile.



**2** You will be prompted to log in again with your Net ID and password.

EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Login to AttributeContract

Network ID

Password

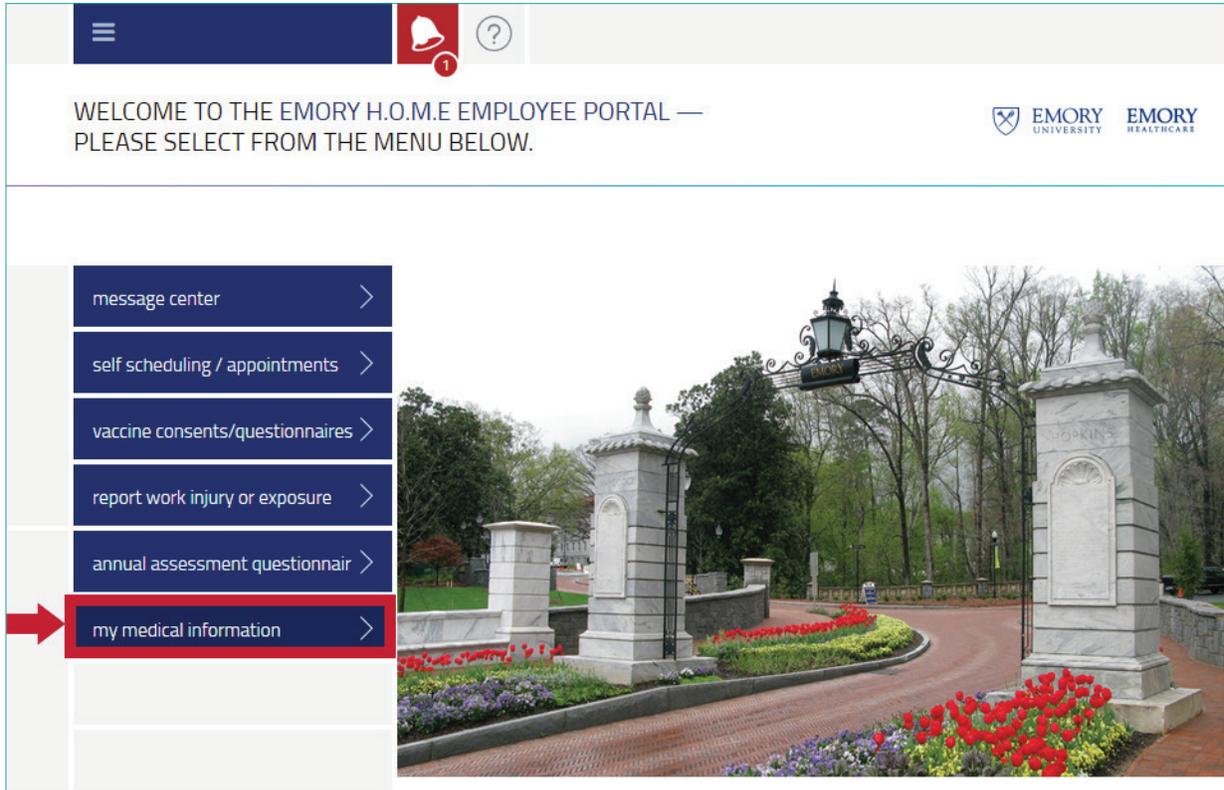
Login

Forgot Password?

Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at <http://help.emory.edu/>.

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

**3** If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **my medical information**.



**4** To print this page for your records, hold down the **control button** on your keyboard then **click the letter P (Ctl+P for PC Cmd+P for Mac)**.

Name  
MR Number  
Address  
  
Telephone number  
Cell phone number  
Birth date  
Position Title

**PRINT INSTRUCTIONS**

To print this page for your records, hold down the control button on your keyboard then click the letter P (Ctl+P for PC Cmd+P for Mac).

**Allergies**

Maintaining a current list of allergies is important. Please review the list of allergies below and click the "ADD AN ALLERGY" link to add any allergies that are missing.

**Current Allergies**

\_\_\_\_\_

\_\_\_\_\_

No allergies on record.