Minnesota Urolith Center Online System
Creating an Online Account for a veterinary practice outside the United States

Overview

To access our online submission and results retrieval program your clinic will need to set up a user name and password. Each clinic can have multiple users that can access the account to enter information and retrieve results. When you submit sample information online a packing slip with the patient information and our laboratory address is generated.
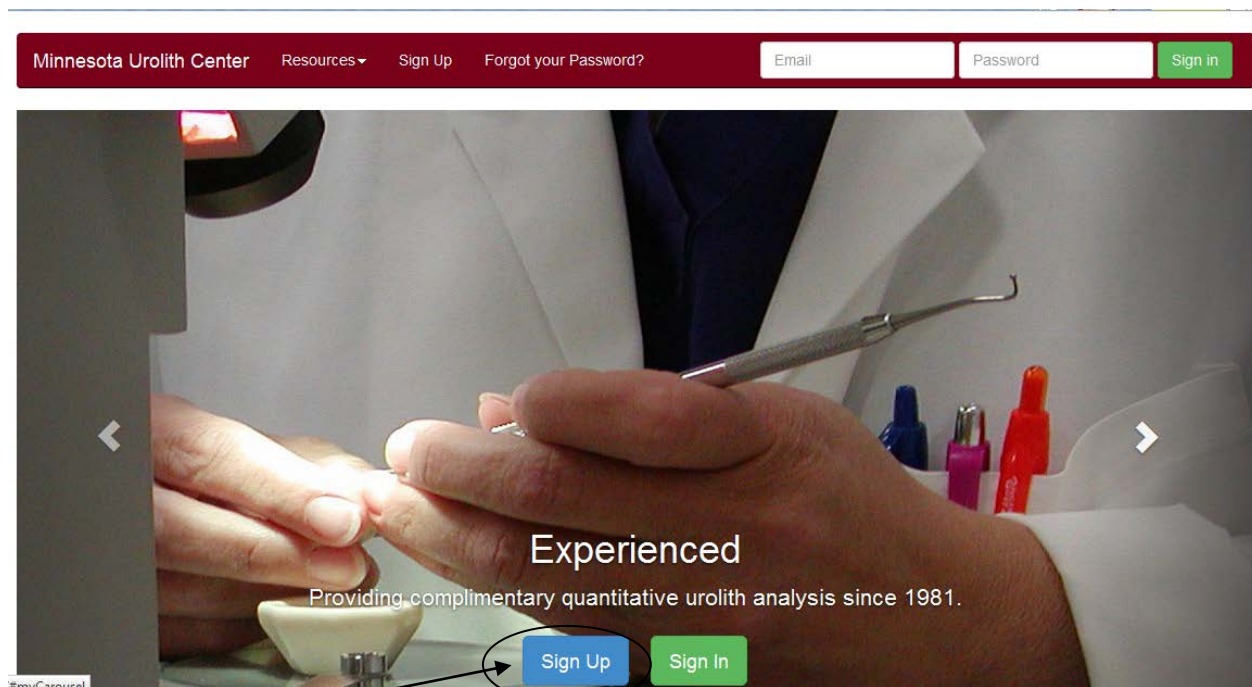
Your clinic will receive email notification <u>when</u>:

- The sample information is submitted

- The sample is received in our laboratory

- The results are completed

You can also log into the system to see when the samples have arrived and view/print results and recommendations at your convenience.

Setting up a user account

You will need to create a user account to login and access your submissions and results. Go to our login screen – urolithcenter.org

Select "Sign Up"

Four options are available for account setup:

- Option 1 – I know my clinic ID with the Urolith Center

- Option 2 – I have an account with the Urolith Center but don't know my Clinic ID number

- Option 3 – This is the first time my clinic has ever submitted a sample via mail or online with the Minnesota Urolith Center.

- Option 4 – I am a pet owner and do not work at a veterinary clinic.

Option 1

- I know my clinic ID with the Urolith Center.

Minnesota Urolith Center   Resources▾   Sign Up   Forgot your Password?   [Email]   [Password]   [Sign in]

Set up Account

First choose one of the following options:

- ● I know my clinic ID with the Urolith Center.
- ○ I have an account with the Urolith Center but don't know my Clinic ID number.
- ○ This is the first time my clinic has ever submitted a sample via mail or online with the Minnesota Urolith Center.
- ○ I am a pet owner and do not work at a veterinary clinic

[Next] ←

Enter your clinic id – This is the 5 digit code at the top of urolith results after your clinic name**.

> **If the address at the top of your results is not for your clinic, do not use this clinic id to setup your account. Please email the Minnesota Urolith Center at support@urolithcenter.org with your clinic name and address to see if your clinic already has a clinic id.

Enter your postal code – you must enter at least the first 4 digits of your zip or postal code. For foregin clinic postal codes – use all capital letters and a space when appropriate.   Eg: Canada H4A 1Y1, England CF37 1TD) In countries with no postal/zip code – enter just your clinic id and leave the postal/zip code field empty.

Minnesota Urolith Center   Resources▾   Sign Up   Forgot your Password?   [Email]   [Password]   [Sign in]

Confirm Clinic ID

Clinic Details

Clinic ID
[19117]

Postal Code
[12345]

[Next] ←

After entering Clinic ID and postal (zip) code **Select –> NEXT**.

Clinic Details: This section shows your 5 digit clinic id, clinic fax and email address, if on file. If you need to add an email address or modify your clinic information you can do so in the **My Clinic** section after you have logged in.

User Details: The email address you enter will be your user name (case sensitive). This is a unique field and cannot be used for more than one user. Create a password – case sensitive, between 6-13 characters. Please select the box that confirms you have read the **Terms and Conditions** statement **.**

Select –> SUBMIT You have successfully set up your user account.

You will then be returned to the initial log-in screen. You will now need to enter your user name and password to log-in to the system.

Option 2

- I have a clinic ID with the Urolith Center but don't know it. (If you have submitted samples directly to the Minnesota Urolith Center in the past, you should have a clinic id.)

If the address at the top of your results is not for your clinic, do not use this clinic id to setup your account. Please email the Minnesota Urolith Center at support@urolithcenter.org with your clinic name and address to see if your clinic already has a clinic id.
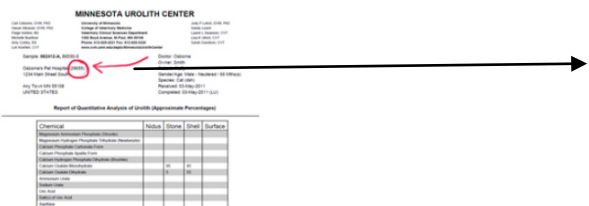
If you have submitted samples directly to us in the past via mail or online, you will need your assigned Clinic ID number. You can find this on previous urolith reports. See the image above**.

If you are unable to find your clinic ID, please don't create a new account. Instead, call us at 612-625-4221 or email: support@urolithcenter.org.

Once you have your clinic ID, select **Sign Up** , select "I know my Clinic ID," and then proceed to set up your online account.

Option 3

- I don't have a clinic ID. This is the first time my clinic has sent a sample to the Minnesota Urolith Center.

A message will pop-up – if you are sure you do not have a clinic id, select ok, go back to the account setup screen and press next.

You will be taken to the account setup screen where you will enter your clinic and user information.

When you enter your country information shipping and handling options will be generated notifying you about shipping information and your responsibilities. In some countries Hill's Pet Nutrition will offer assistance with shipment of the specimens to our laboratory. If so, you will need to select if you want to send your samples through your local Hill's location or ship the sample to our lab directly. Please contact your local Hill's division if you have questions about their services.

Fill in the **Clinic Details** section. If you want the results emailed to more than one email address, each email address must be separated with a comma and a space.

Shipping and Handling options will be generated notifying you about shipping information and your responsibilities. In some countries Hill's Pet Nutrition and will offer assistance with shipment of the specimens to our laboratory. If so, you will need to select if you want to send your samples through your local Hill's location or ship the sample to our lab directly. Please contact your local Hill's division if you have questions about their services.

**If you elect to ship directly to our laboratory, please view instructions at http://www.cvm.umn.edu/depts/minnesotaurolithcenter/submitsamples . Specific paperwork is required by US Customs.

User Details: The email address you enter will be your user name (case sensitive). This is a unique field and cannot be used for more than one user. Create a password – case sensitive and between 6-13 characters. Please select the box that you have read the **Terms and Conditions** statement.

Select –> SUBMIT   You have successfully set up your user account.

You will then be returned to the initial log-in screen. You will now need to enter your user name and password to log-in to the system.

Option 4

- I am a pet owner and do not work at a veterinary clinic. Select this option and then **Next**

You will receive this message –

We are sorry but we do not accept submissions directly from pet owners. You, in partnership with your veterinarian, are the best team to determine patient management based on your pets individual medical concerns. Please contact the veterinary team managing the health care of your pet to submit a sample for analysis.

OK