

Please follow the steps below to use the myUHN Patient Portal to take part in the Gyne ChemoRads remote patient monitoring program.

How do I sign up for a myUHN Patient Portal Account?

To sign up for a myUHN account from an internet browser:



Link to register for myUHN

- scan the QR code
- click on this [link](#) or
- type in https://www.uhn.ca/PatientsFamilies/myUHN/Pages/how_register.aspx

How do I log in to a myUHN Patient Portal Account?

To login to your myUHN account from an internet browser, you can:

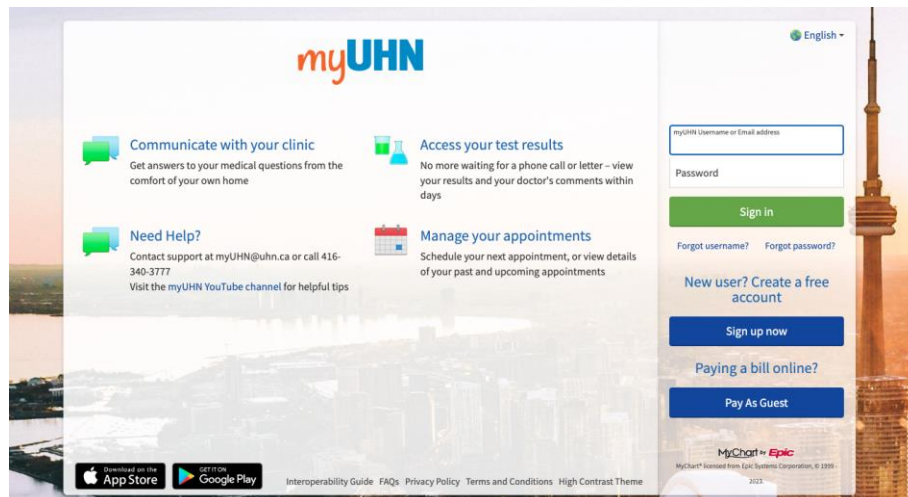


Link to myUHN website

- scan the QR code
- click on this [link](#) or
- type in https://www.uhn.ca/PatientsFamilies/myUHN/Pages/how_register.aspx

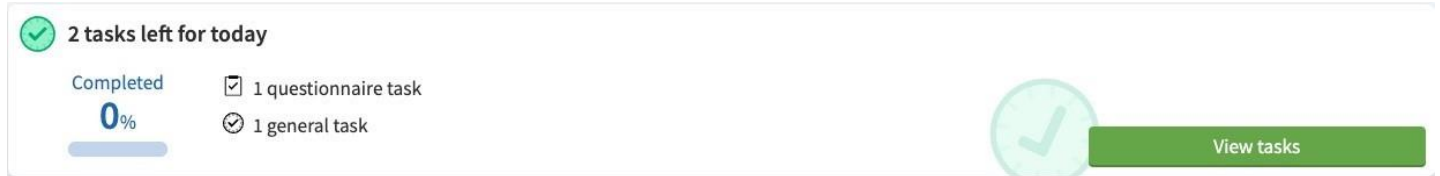
Once you are on the webpage, type in your myUHN username and your password.

If you cannot remember your username or password, click [Forgot username?](#) Or [Forgot password?](#) below the sign in button. If you still have trouble signing in, contact **myUHN Patient Support** at 416-340-3777 or myUHN@uhn.ca.



How Do I Find and Complete My Questionnaires?

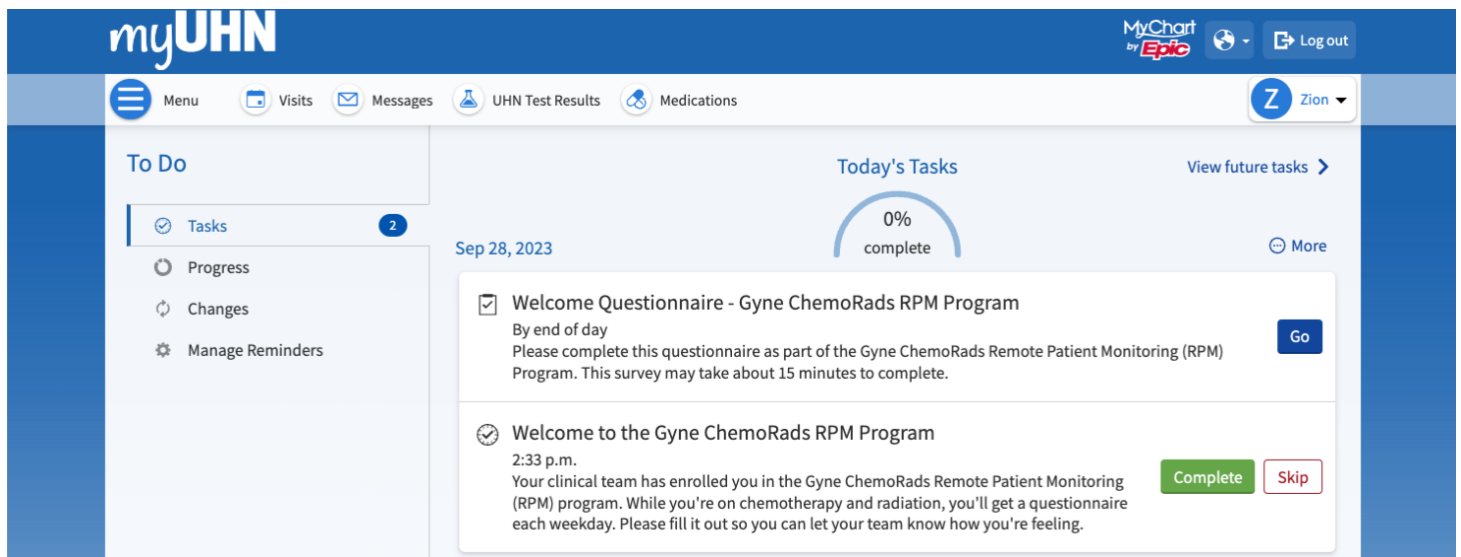
Once you are logged in, your questionnaires will show up on your home page of myUHN as To Do tasks. To see your To Do tasks, click on **View tasks**.



A screenshot of the myUHN home page. At the top left, there is a green checkmark icon followed by the text "2 tasks left for today". Below this, there is a progress bar labeled "Completed" with "0%" and a small bar. To the right of the progress bar, there are two checklist items: "1 questionnaire task" and "1 general task". On the right side of the screenshot, there is a large green checkmark icon and a green button labeled "View tasks".

Important: Your healthcare team may not review your answers right away. If this is an emergency, call 911 or contact your healthcare team as you normally would. Your healthcare team will review your answers for this questionnaire during regular clinic hours (9 AM – 4 PM)

Once you click on **View Tasks**, you will see a page like this.



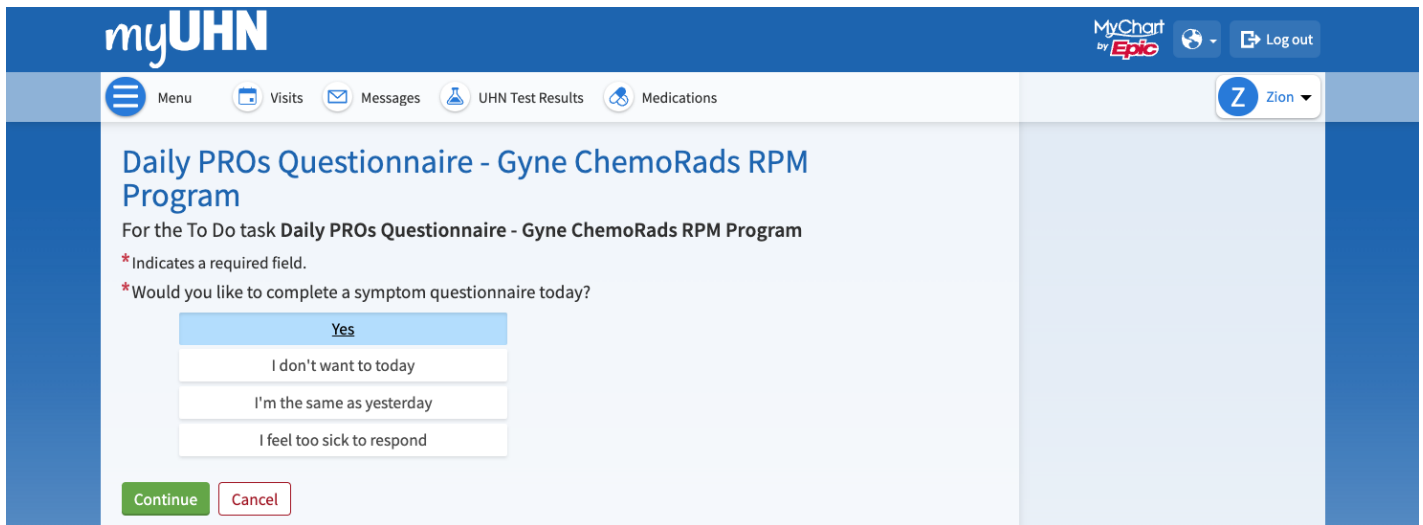
A screenshot of the myUHN "To Do" page. The page has a blue header with the myUHN logo and navigation links for Menu, Visits, Messages, UHN Test Results, and Medications. The user's name "Zion" is visible in the top right. The main content area is titled "To Do" and shows "Today's Tasks" with a "0% complete" progress indicator. There are two tasks listed for "Sep 28, 2023":
1. A questionnaire task: "Welcome Questionnaire - Gyne ChemoRads RPM Program" with a "Go" button.
2. A message task: "Welcome to the Gyne ChemoRads RPM Program" with "Complete" and "Skip" buttons.

Examples of a questionnaire and message task

Message tasks. Read the message and click on **Complete**. If you do not want to read or review the message, click on **Skip**. A Message task will always include Complete and Skip buttons to allow you to interact with the message.

Questionnaire tasks. Select **Go** to open the task. Fill out the questions by clicking on your chosen answer(s) and select **Submit** when you are done. Your health care team will now be able to review your answers. A Questionnaire task will always show a Go button to open the questionnaire.

Message and Questionnaire tasks may be completed in any order.



Fill out the questionnaire by clicking on or selecting your preferred answer

How Will I Know Which Questionnaires to Complete?

Any questionnaires you need to complete will appear on your home page in myUHN. **You will see the questionnaires** once you sign into your account each day.

Below is a chart that lists:

- What program day a task will appear on your myUHN homepage
- What type of task (message or questionnaire)
- How many times you have to do the task

Program Day	Task (message or questionnaire)	How many times you need to do each task
1	Welcome Message	1 time
2	Daily Patient Reported Outcome (PRO) Questionnaire	Every day, Monday to Friday for 12 weeks
3	Health Score Questionnaire	1 time
6	Health Utility Questionnaire	1 time
8	Demographics Questionnaire	1 time
11	Social Difficulties Inventory (SDI) Questionnaire	1 time
20	Health Literacy Questionnaire	1 time
30	Patient Feedback Questionnaire	1 time
84	Post User Experience Questionnaire	1 time
85	Program Finished Message	1 time

How Do I Change an Answer Before I Submit My Questionnaire?

To change an answer before you submit your questionnaire, you can:

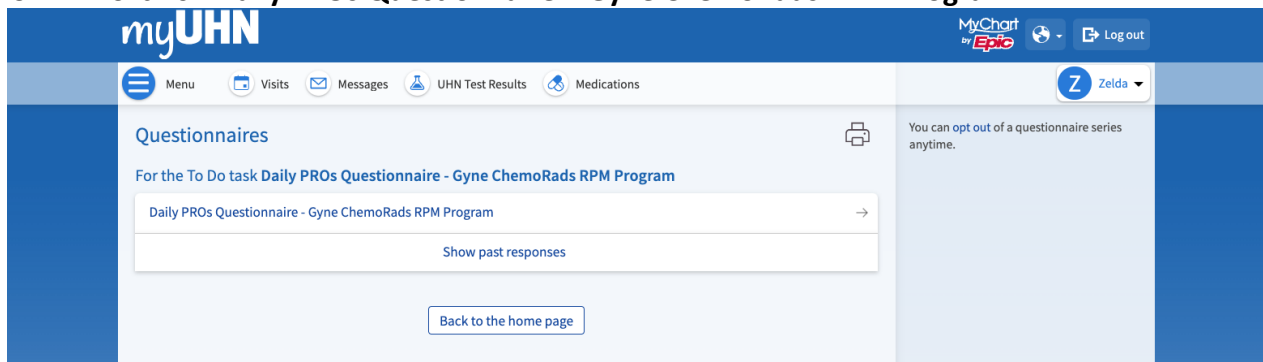
1. Go back to the question using the **Back** button at the bottom of each questionnaire page or
2. On the question summary page, select the pencil icon next to the question you want to change

However, you can fill out and submit a second questionnaire on the same day to:

- Change your response to a question
- Update your symptoms (for example, your symptoms get better or worse and you want your care team to be updated)

To submit a second questionnaire, follow the steps below:


1. Open the menu in myUHN  Menu
2. Select **Questionnaires**
3. Click on **Daily PROs Questionnaire – Gyne ChemoRads RPM Program**

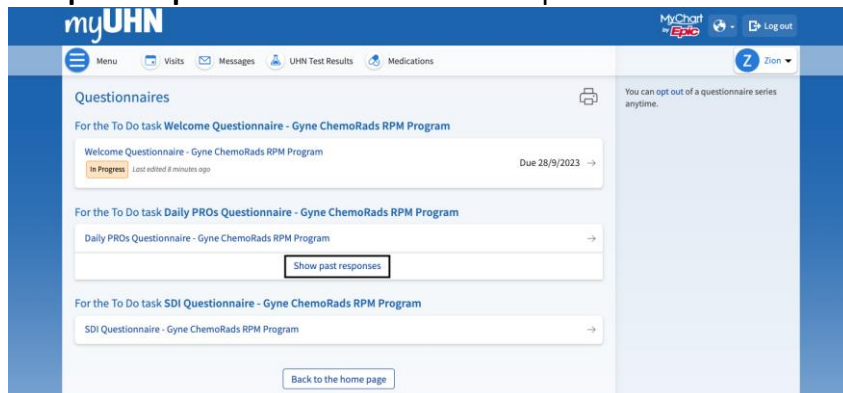


4. Complete the questionnaire and click **Submit** to send the new responses to your care team.

How Do I Review a Questionnaire That I Have Submitted?

To review a questionnaire that has been submitted:

1. Open the menu in myUHN  Menu
2. Select **Questionnaires**
3. Click on **Show past responses** to see the available questionnaires for review

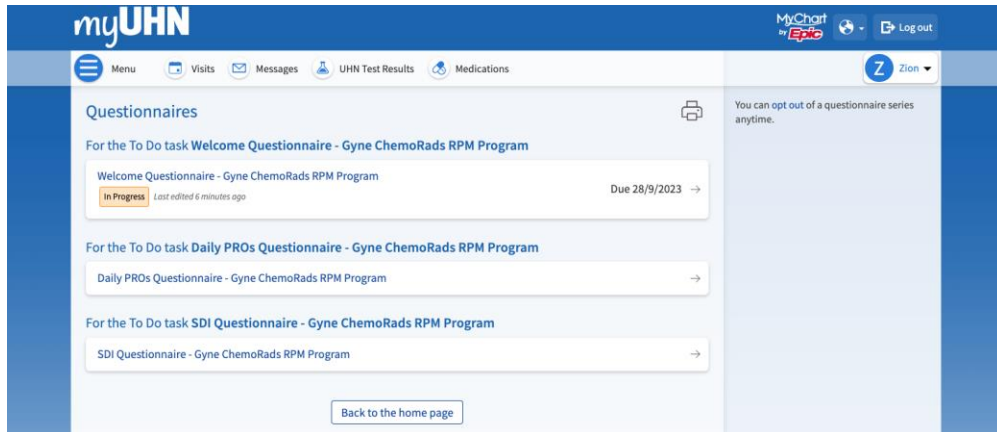


4. Click on the questionnaire entry you would like to review

How Do I Fill Out a Feedback Questionnaire Before It Is Due?

To fill out a questionnaire before it shows as a To Do task on your myUHN Home Page:

1. Open the menu in **myUHN**
2. Select **Questionnaires**
3. Select the name of the questionnaire you would like to complete. There are some questionnaires you may not be able to complete in advance.

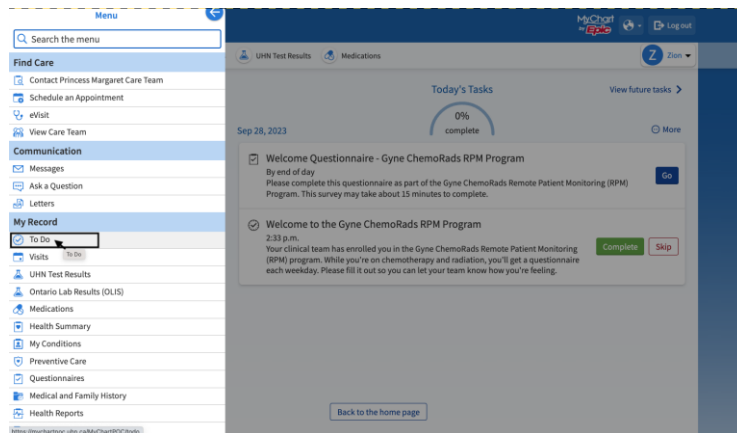


How Do I Choose How and When to Get Notices about Tasks?

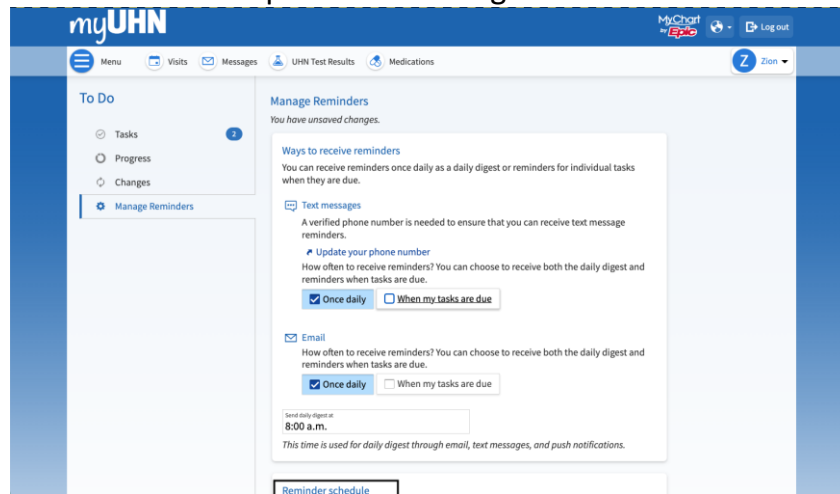
You can choose when you get notices for tasks. You can also choose to get notices sent for each task or all tasks at once.

To manage notifications:

1. Open the menu in **myUHN**
2. Click on **To Do**




3. Select **Manage Reminders** and update the settings.



- If you would like to change how often you get notices from myUHN, select either:
 - **Only Once Daily** (a daily notice each day for all due tasks) or
 - **When My Tasks Are Due** (a notice for each task on the day and time it is due).
- If you want to change the time you get notices, go to the **Reminder Schedule** and update the times. The reminder schedule is below the **Ways to receive reminders** section.
- If you want to stop any or all text message notifications, ensure **Once daily** and **When my tasks are due** do not show a checkmark (if there is a checkmark, click on the checkmark to remove it)
- If you want to stop any or all Email notifications, ensure **Once daily** and **When my tasks are due** do not show a checkmark (if there is a checkmark, click on the checkmark to remove it)

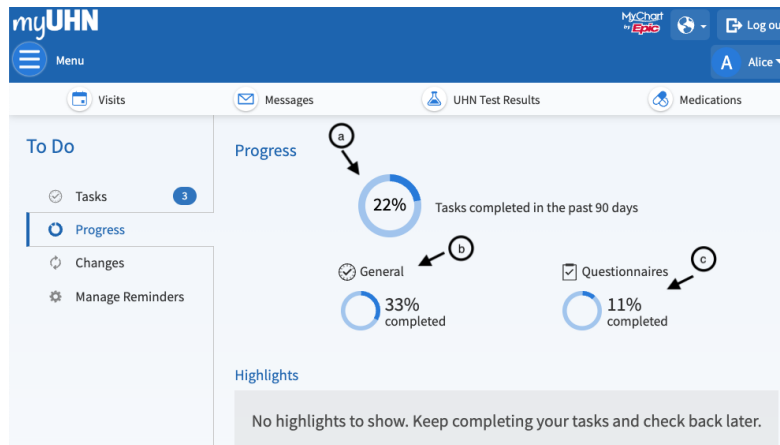
4. Select **Save** to save your settings

How Do I See My Progress for To Do Tasks?

1. Open the menu in myUHN 
2. Select **To Do**
3. Select **Progress**

A summary of tasks you completed over the past 90 days will appear. This summary shows the:

- overall tasks you completed
- general tasks you completed (for example, clicking on **Complete** for a Message task) and
- questionnaires you completed



These rates include all your assigned To Do tasks for the past 90 days. If you take part in other programs, these rates may include tasks from the other programs.

Who do I contact if I have questions that are not Covered in This Guide?

If you have any other questions about the *Gyne ChemoRads Remote Patient Monitoring (RPM) Program*, ask a member of your healthcare team.

How Do I Get a Question Answered about myUHN?

If you have questions about myUHN including:

- How to register for an account
- How to log in, or
- Questions about privacy and security

Contact myUHN Patient Portal Support at 416 340 3777 or myuhn@uhn.ca.

myUHN Patient Portal Support hours are Monday to Friday, 9:00 am - 5:00 pm.