

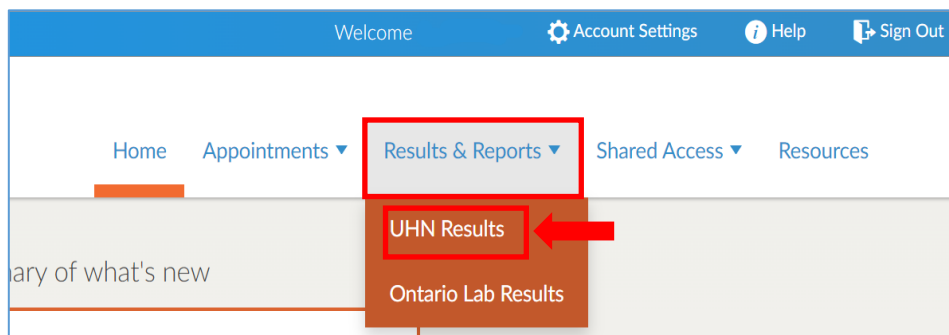
How to Print and Download Reports

Instructions for how to print and download older myUHN reports

How do I print my UHN Reports?

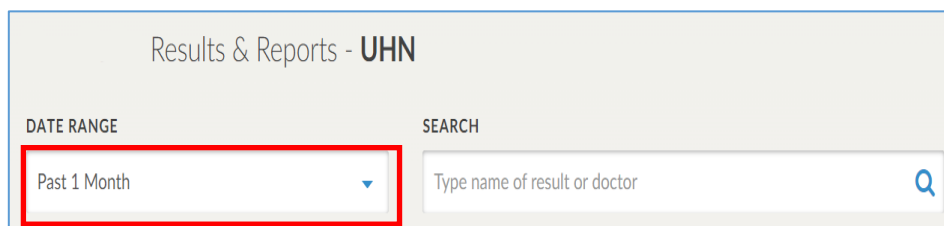
Visit www.myuhn.ca and sign into your myUHN Patient Portal account.

1



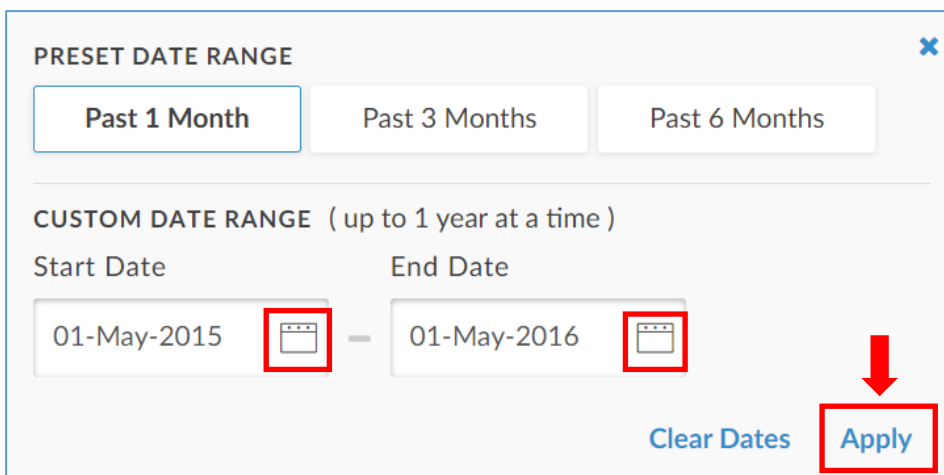
Click the '**Results & Reports**' dropdown menu and select '**UHN Results**'.

2



Click on the '**Date Range**' dropdown menu.

3



Click the calendar icon in the '**Start Date**' box and type '**01-May-2015**'.
Click the calendar icon in the '**End Date**' box and type '**01-May-2016**'.

Click '**Apply**'.

4

DATE RANGE: 01-May-2015 to 01-May-2016

SEARCH: Type name of result or doctor

REPORT/RESULT NAME	TEST DATE	ADDED/UPDATED	
Electroencephalography (EEG) Test ordered by M. Margaret Herridge	Mar 31, 2016 @ 08:52 am	Jan 08, 2020 @ 04:11 pm	More details

Click '**More details**'

5

myUHN

Home Appointments Results & Reports Shared Access Resources

[Back to Summary](#) [Print page](#)

This message is from the Ontario Ministry of Health.

If you had a COVID-19 test and tested positive (it will appear as 'detected'), click on the [Test Results Website](#) to request a one-time key to enter into the [COVID Alert mobile app](#). This gives you the option to notify other app users that they have been near someone who tested positive, without sharing any personal information.

Note: You can only access the mobile app through a smartphone, and you must have a valid photo Ontario Health Card. For more information, contact the [Covid Alert team](#).

Click '**Print page**'.

6

Print

Confidential: Protect the personal health information you print by keeping it in a safe place. If you do not need it, shred it before you throw it away.

[Cancel](#) [Continue](#)


To proceed, click '**Continue**'.

7-A

Print

1 sheet of paper

Destination

 TWH-EW-09-408-01 or ▼

Pages

All ▼

Copies


1

Layout

Portrait ▼

More settings

▼



Print

Cancel

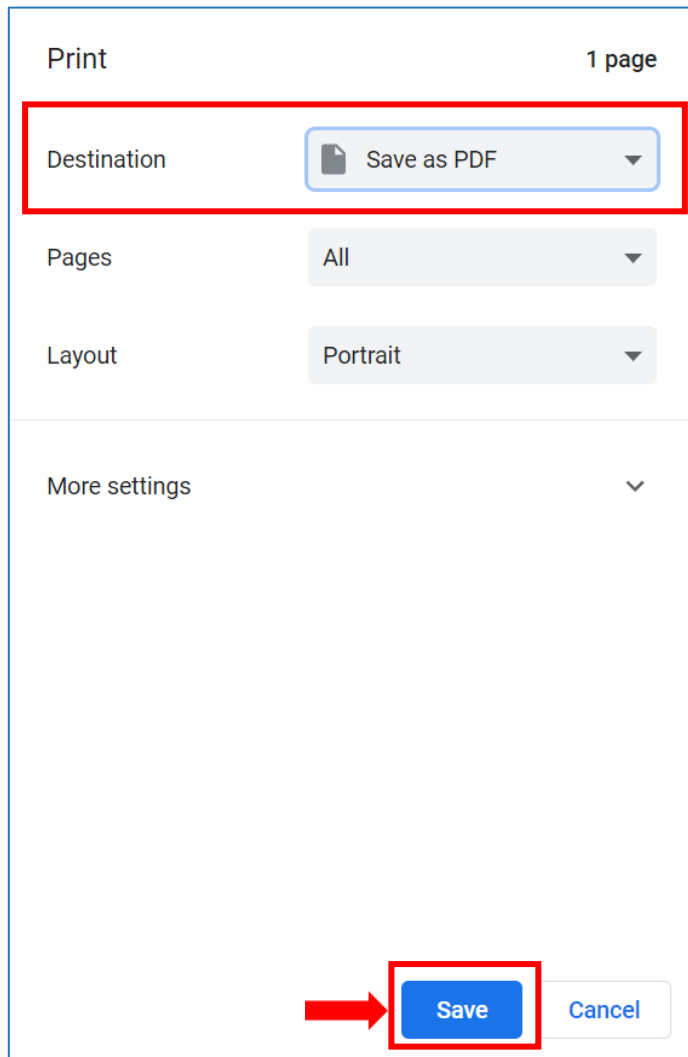
In the '**Destination**' dropdown menu, select your printer.

Click '**Print**'.

How do I download my UHN Reports?

Follow steps 1 – 6 outlined in 'How do I print my UHN Reports'.

7-B



The screenshot shows a 'Print' dialog box with the following elements:

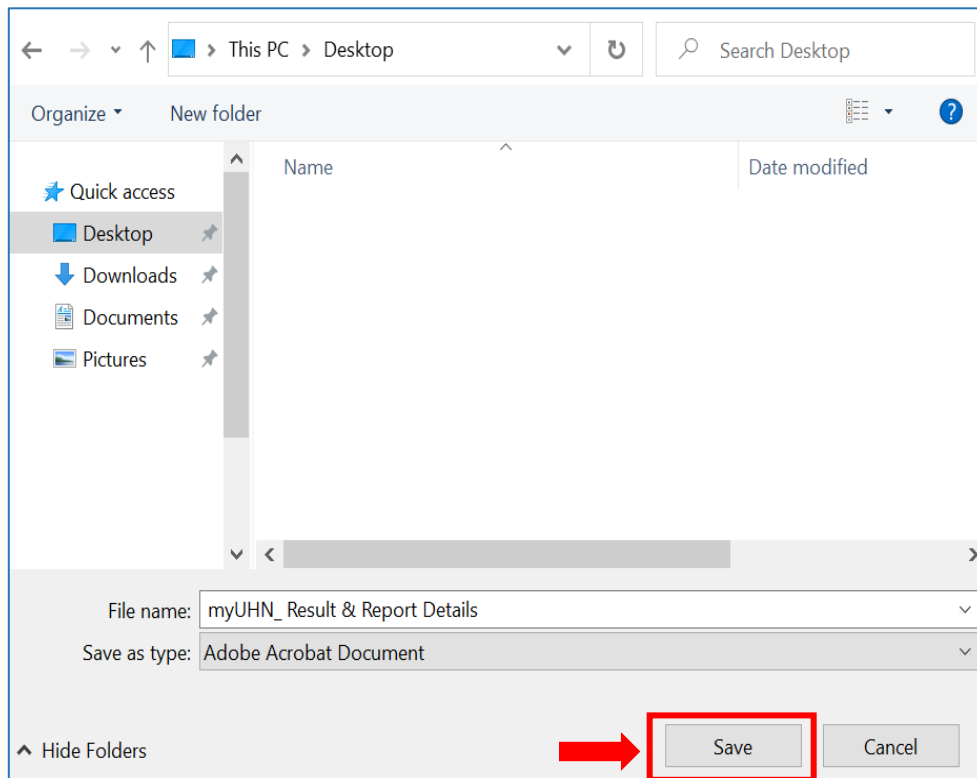
- Top left: 'Print' label
- Top right: '1 page' indicator
- Destination section: A dropdown menu showing 'Save as PDF' with a document icon and a downward arrow. This section is highlighted with a red rectangle.
- Pages section: A dropdown menu showing 'All' with a downward arrow.
- Layout section: A dropdown menu showing 'Portrait' with a downward arrow.
- More settings: A section with a downward arrow.
- Bottom: Two buttons, 'Save' (blue) and 'Cancel' (light blue). The 'Save' button is highlighted with a red rectangle, and a red arrow points to it from the left.

In the '**Destination**' dropdown menu, select 'Save as PDF'.

Click '**Save**'.

Most browsers support this download function (older versions of Internet Explorer may not provide a preview, however you can still save information as a PDF)

8



Select where you would like your report to be saved.

In this example, we have selected 'Desktop'.

Click **'Save'**.