




## Patient Registration Using the MyCarePlan app

### Downloading the MyCarePlan App

1. In the App Store (iOS) or Google Play Store (android), search for **Qure4u**.
2. Download **MyCarePlan**. Here is the logo 

### Creating an Account

1. Open **MyCarePlan**
2. Tap **Log in**, then **Sign up here**
3. Enter the patient's First and Last Name – select **Next**.
4. Enter the patients:
  - a. Email
    - i. If you are registering more than 1 child and/or the patient does not have one, the same email can be used for multiple patients and you may use your email.
  - b. Mobile Phone – or the best contact number available.
  - c. Birth Date
    - i. On android, when you open the calendar – first, select the year at the top to change it, then select the month by using the left and right arrows, and lastly select the day.
  - d. Gender
  - e. Select – **Next**

### Creating Patients

1. Username
  - a. The username can be anything, however, we would recommend creating the username in this format "firstname.lastname" (example: johnny.smith). Usernames are **not** case sensitive. If the app returns an error, the username you have entered already exists, so you may need to change it or add a number at the end.
2. Password
  - a. Requirements: at least 8 characters and 1 number
  - b. Passwords are case sensitive.

## Access School Health Registration | MyCarePlan App Instructions

### Connecting the Provider (Access Family Health)

After logging into the app, you will see, **Welcome! Please click here to connect a provider to your profile.**

1. Select – “Click here”
2. Search for **Access**
3. Select *Access Family Health Services*
4. Tap the plus symbol (+).
5. You will now be on the “My providers” page with “Access Family Health Services” connected to your profile.

### Scheduling an Appointment

On the **My Providers** page:

1. On the bottom of the screen, tap the **Clock** icon.
2. Select – **Click here to create an Appointment**
3. Select – Access Family Health Services
4. Select your school
5. Select – “Click here” for Patient Registration.
6. Select – “Click here” for Student Registration.
7. A list of appointment times will now populate: Select – the first time slot underneath the date. This page may take a little bit of time to load, so please be patient.
  - a. **PLEASE NOTE:** the date and time you select **will not matter**. This time slot is just a holding place; **not a real appointment**. We will remove it later.
8. Select **Registration** as the reason for the appointment.
9. Tap **Schedule Now**

### Completing Appointment Tasks

1. Select – “Prepare for your appointment. Click here to see your tasks”.
2. You will now be brought to your task list. Each task is a separate item that will need to be completed. Tasks are complete when you see a green checkmark beside them.
3. If for any reason you are navigated away from this task list, select the **Heart icon** to go back to the task list.

### Logging out:

1. In the top right corner, tap the 3 horizontal bars (≡), then tap **Logout**.