

# MyCareTeam Online Diabetes Management System Quick Start Guide

## Getting Started

### Step 1

Your physician's office will initially register you and an invitation will be emailed directly to you from MyCareTeam. The email invitation will provide you with the web address, username and password to access the MyCareTeam site so that you can begin uploading your meter from home.

### Step 2

Click the web address from the email invitation and log in using the username and password provided in the email. You'll be prompted to change your password. Once you log in with your new password you may begin logging information and uploading meter data. Please note that Macs support uploading meter data from many but not all meters.

## Meter Upload

### Step 1

Before uploading meter data for the first time, follow these steps to configure your computer:

- Click "Upload" under My Data on the left side panel or from the upper icon menu.
- An installation bar will appear at the top of the screen asking you to install the Active X control for the meter drivers.
- Right click on the installation bar and select "Download, Install or Run."
- You may be asked a second time to select "Download, Install or Run."
- Once the installation is complete continue to Step 2

### Step 2

To upload readings from your meter:

- Click "Upload" under the My Data section on the left side panel or click on the "Upload Meter Readings" icon.
- Make sure your meter is turned off.
- Connect your meter to your computer with the data cable.
- Select the type of glucose meter from the Meter Type drop-down list. Make sure of the correct meter using the photo.
- Click "Upload" to automatically transfer the blood glucose readings to the website.



Once a meter(s) is validated under your profile, the meter(s) is now assigned to you and cannot be uploaded to another person's profile. While uploading your blood glucose meter(s) makes it easier for you to share your diabetes information with your health care team, be sure to call your provider if urgent problems arise. It may take a week or more for your health care team to review your MyCareTeam diabetes information.

# Creating Your Care Team

Some people would like family members or friends to share in their diabetes care and have access to their information. If you'd like to invite a family member or friend to this site, please follow the instructions below.

## Step 1

Click "Invite Member" under the MyCareTeam section on the left side panel of your profile. Enter the person's name, their role and email address in the designated fields.

## Step 2

Edit the standard invitation email message or send with the standard message. Click "Send" to email the invitation. You can resend the invitation from the MyCareTeam page by clicking the "Resend" button.

## Step 3

After sending the invitation, you'll be taken to your MyCareTeam homepage. The invitation status is indicated under the invited members' names.

**Help Line:** Call 978-635-3930, extension 6002



The screenshot shows the MyCareTeam interface for inviting a new member. The left sidebar contains navigation options like Alerts, Logbook, Daily Report, Upload, Medications, Lab Results, Exercise, Vital Signs, Meals, Insulin, My Charts, My Care Team, My Information, and My Resources. The main content area is titled 'Care Team Member Invitation' and contains a form with the following fields: Title (dropdown), First Name, Last Name, Role (dropdown), and E-mail. Below the form is a 'Message' section with a pre-filled invitation text for ALEX. The form has 'Submit' and 'Reset' buttons at the bottom.

# Using the Functions and Tools

View all functions, logbooks and charts by selecting from the icon menu at the top of the screen or from the left side panel. All users can comment on data and change the view of each page. Only patients, parents and primary caregivers can change data on each page.

- Click  at the right of the selection you wish to comment on. Type in your comment and click "Add" to submit or "Cancel" to delete.
- Click  to Hide Selected Entry Details
- Click  to Display Selected Entry Details
- Click  to Display Comment Details for the Selected Entry
- Click  to Hide Comment Details View
- Click  to Display Comments Below Each Entry

All pages can be printed by selecting  in the icon menu at the top of the screen.

If you need help with this site, click the Help Function Button or click the Live Online Support button.

**Help Function**  located at bottom, left corner and on top, center of icon menu.

**Live Online Support**  e-chat link located in upper, right corner icon menu.