


Purpose: This document is a quick reference guide on logging into My Turn Clinic.	Login Info: Ensure you are logged into My Turn Clinic: https://mycavax.cdph.ca.gov/s/	Target Users: Any individual who will use My Turn Clinic.
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My Turn Clinic User Functionality Overview:

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For the latest My Turn educational materials, please visit [EZIZ](#) or [YouTube](#)



My Turn Help Desk
Direct Line: 1-415-621-9494
Email: MyTurn.Clinic.HD@accenture.com

My Turn Clinic User

My Turn Clinic Login Quick Sheet




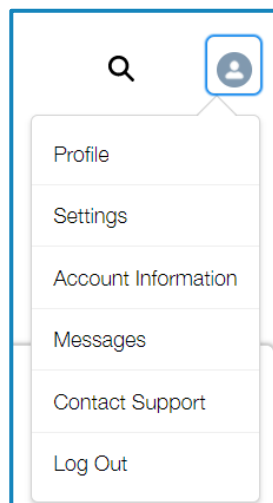
1 Initial Login

- Locate your email welcoming you to the Salesforce platform and select **Register**.
- Take note of your username and the URL for future reference.
- Create a password that follows the length and complexity requirements.
- Remember to keep your username (format: YourEmail.myturn) and password safe. Bookmark the login URL: <https://mycavax.cdph.ca.gov/s/>



2 Logging Out

- If you will be away from the system, you should log out.
- Click on  in the upper right portion of the screen.
- Click **Log Out**.



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3 Recurring Login

After Initial Login

- Please log in using the correct URL: <https://mycavax.cdph.ca.gov/s/>.
- DO NOT use the link in the "Account Welcome Email" you received when setting up your account, otherwise you will be locked out.

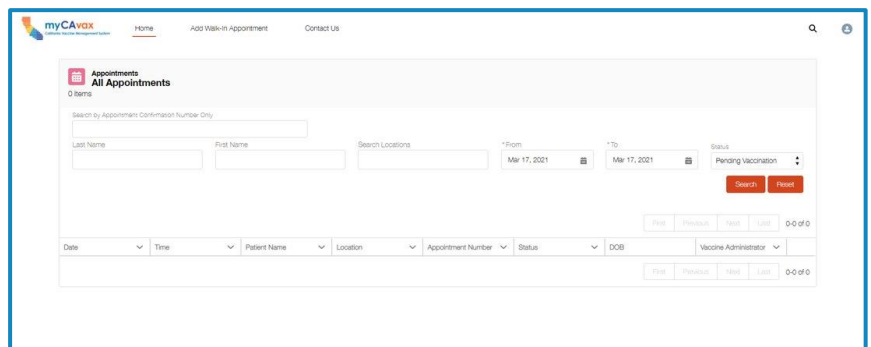
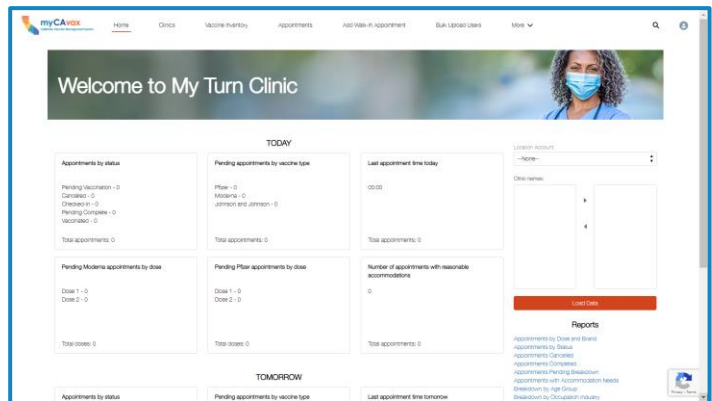


NOTE: Please do not use **forgot your password** - instead, contact your Clinic Manager and they can either reset your password on their end or submit a request to the Help Desk.

4 User Views

After Initial Login

- Clinic Managers will have various tabs at the top of their homepage: "Home," "Clinics," "Vaccine Inventory," "Appointments," "Add Walk-in Appointment," "Bulk Upload Users," and "More."
- Vaccine Administrators and Vaccine Administrator Assistants will only have three tabs: "Home," "Add Walk-in Appointment," and "Contact Us."



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