

Purpose:

This document suggests best practices for using My Turn.

Target Users:

Clinic Staff with My Turn Accounts

Account Advice for All My Turn Users

- 1** Prevent staff from getting locked out of their accounts by reminding them to **save their Username** (format: **YourEmail.myturn**) and Password Information, and to **bookmark the login URL**: <https://mycavax.cdph.ca.gov/s/>
- 2** **Bookmark the Eziz and YouTube URLs:**
<https://eziz.org/covid/myturn/>
https://www.youtube.com/playlist?list=PLZapl41f-8c9nljyV-cEIYT_1hyeHH1ft
- 3** **Use Chrome Browser. Clear cache** before launching My Turn.
- 4** When stepping away from your device, **don't forget to logout**. When logging back in, use the URL you bookmarked. Do not try logging in from the email you received because you will get locked out of your account.

Advice for Vaccine Administrators, VA Assistants and Clinic Managers

- 5** Any staff accessing patient records should remember to hit **“Save,” “Next,” or “Complete Appointment” to save the patient records**. Avoid using the back button on your browser.
- 6** **Clinic Managers may use the Dashboard and Reports tabs**; however, please do **NOT** use (or edit information in) the **Clinics** or **Vaccine Inventory** tabs until you have attended Clinic Manager Training.



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

**My Turn Help Desk**

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