How to View/Print Your Medical Information

**Overview:** This job aid guides Emory University employees through the step-by-step directions for viewing or printing medical information in HOME.

1. To access HOME, log in to Self-Service ([http://leo.cc.emory.edu](http://leo.cc.emory.edu)) with your Emory Network ID and password. Then, click on the **Workplace Health** tile.

2. You will be prompted to log in again with your Net ID and password.
If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **my medical information**.

To print this page for your records, hold down the **control button** on your keyboard then click the letter **P** (Ctl+P for PC Cmd+P for Mac).