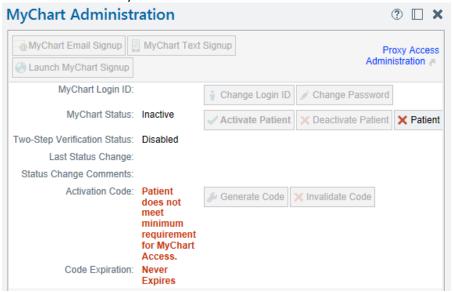
MyChart - Signing up a minor for MyChart Access

Overview

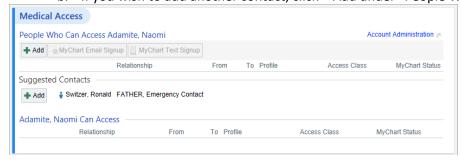
The staff will use the following steps to successfully create a proxy user to sign up a minor to MyChart.

MyChart signup (Proxy Access):

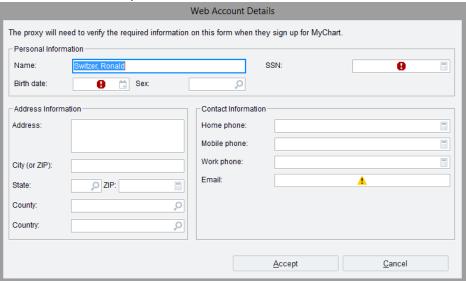
- 1. Click on the Epic menu.
 - a. Hover over on MyChart Utilities.
 - i. Click on MyChart Administration.
- 2. Click on Proxy Access Administration.



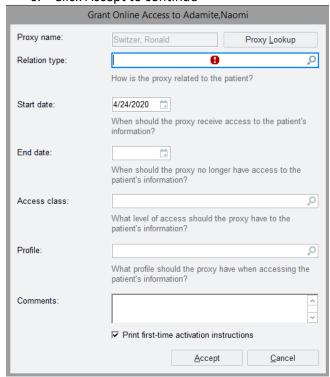
- 3. Since the patient is a minor, they will have a guarantor as a suggested contact.
 - a. If this is the desired contact, click +Add to the left of their name.
 - b. If you wish to add another contact, click + Add under "People Who Can Access". "



- 4. Fill in the Proxys information
 - a. Birth date, SSN, and Email are required.
 - b. Click Accept



- 5. Click on the magnifying glass on Relation type
 - a. Choose one of the following depending on the childs age;
 - i. Parent Access Child Age 0-11
 - ii. Parent Access Teen Age 12-17
- 6. Click Accept to continue





7. The proxy should now be under "People who can access ____."



8. You can now access the activation code for the proxy.

