

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.

The screenshot shows the 'MyChart Administration' window. At the top, there are tabs for 'MyChart Email Signup', 'MyChart Text Signup', and 'Launch MyChart Signup'. On the right, there is a link for 'Proxy Access Administration'. The main content area displays the following information:

- MyChart Login ID:** [Field] [Change Login ID] [Change Password]
- MyChart Status:** Inactive [Activate Patient] [Deactivate Patient] [Patient]
- Two-Step Verification Status:** Disabled
- Last Status Change:** [Field]
- Status Change Comments:** [Field]
- Activation Code:** Patient does not meet minimum requirement for MyChart Access. [Generate Code] [Invalidate Code]
- Code Expiration:** Never Expires

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 ____."

The screenshot shows the 'Medical Access' window. At the top, there are tabs for 'Add', 'MyChart Email Signup', and 'MyChart Text Signup'. On the right, there is a link for 'Account Administration'. The main content area displays the following information:

- People Who Can Access Adamite, Naomi** [Account Administration]
- Suggested Contacts**
- Adamite, Naomi Can Access**

| Relationship | From | To | Profile | Access Class | MyChart Status |
|--------------|------|----|---------|--------------|----------------|
| | | | | | |

| Relationship | From | To | Profile | Access Class | MyChart Status |
|--------------|------|----|---------|--------------|----------------|
| | | | | | |

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

Web Account Details

The proxy will need to verify the required information on this form when they sign up for MyChart.

Personal Information

Name: SSN:
Birth date: Sex:

Address Information

Address:
City (or ZIP):
State: ZIP:
County:
Country:

Contact Information

Home phone:
Mobile phone:
Work phone:
Email:

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

Grant Online Access to Adamite,Naomi

Proxy name:

Relation type:
How is the proxy related to the patient?

Start date:
When should the proxy receive access to the patient's information?

End date:
When should the proxy no longer have access to the patient's information?

Access class:
What level of access should the proxy have to the patient's information?

Profile:
What profile should the proxy have when accessing the patient's information?

Comments:

☒ Print first-time activation instructions

7. The proxy should now be under “People who can access ____.”
a. Click on the proxy’s name.

Medical Access

People Who Can Access Adamite, Naomi [Account Administration](#)

[+ Add](#) [MyChart Email Signup](#) [MyChart Text Signup](#)

| | Relationship | From | To | Profile | Access Class | MyChart Status | |
|---------------------------------|------------------------------|-----------|-----------|---------|----------------------------------|----------------|---|
| Switzer, Ronald | Parent Access Child Age 0-11 | 4/24/2020 | 5/30/2032 | | Uc Myc Parent-Child Proxy Access | Inactive | ✎ ✕ Launch Signup |

Suggested Contacts

[+ Add](#) [Switzer, Ronald](#) FATHER, Emergency Contact

Adamite, Naomi Can Access

| Relationship | From | To | Profile | Access Class | MyChart Status |
|--------------|------|----|---------|--------------|----------------|
|--------------|------|----|---------|--------------|----------------|

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

Web Account Details

The proxy will need to verify the required information on this form when they sign up for MyChart.

Personal Information

Name: SSN:

Birth date: Sex:

Address Information

Address:

City (or ZIP):

State: ZIP:

County:

Country:

Contact Information

Home phone:

Mobile phone:

Work phone:

Email:

Web Account

Login:

Last login:

Activation code:

Two-Step Verification Status: Disabled

[Change Login](#) [Invalidate Activation Code](#)

[Change Password](#) [Activate Account](#)

[Print Instructions](#)

[Accept](#) [Cancel](#)