



Creating A MyChart Account Without An Activation Code

Refresher

Audience: All HSHS Colleagues

This document explains the process for creating an account in MyChart without an activation code.



Let's Take a Look


1. Go to mychartportal.org
2. Select your clinic's location.
3. Click **Sign Up Now** under New User.

The screenshot shows the MyChart portal interface. On the left, there is a 'COVID-19 (coronavirus) Notice' with instructions on when to call 911 or contact a provider. On the right, there is a login section with fields for 'MyChart Username' and 'Password', a 'SIGN IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login section, there is a 'New User?' section with a blue 'SIGN UP NOW' button highlighted by a red box. Other buttons include 'Need Access to a Child's account?', 'LOG INTO MYCHART AND REQUEST ACCESS', 'Request a Price Estimate', and 'PRICE ESTIMATES'.


4. Click **Sign Up Online** under No Activation Code.

The screenshot shows the 'Please Identify Yourself' page. It includes a 'Step 1' section with instructions on how to use an activation code. Below this, there are input fields for 'MyChart Activation Code', 'Social Security Number (Last 4 Digits)', and 'Date of Birth'. A green 'NEXT' button is at the bottom left. On the right side, there is a 'No Activation Code?' section with a blue 'SIGN UP ONLINE' button highlighted by a red box. Below this, there is a 'Need Access to a Child's account?' section with a blue 'LOG INTO MYCHART AND REQUEST ACCESS' button. At the bottom, there are links for 'Download on the App Store' and 'GET IT ON Google Play', along with a footer containing 'Interoperability Guide', 'FAQs', 'Privacy Policy', 'Terms and Conditions', 'High Contrast Theme', and '© 2020 Epic Systems Corporation'.

5. Complete the requested information. Please be sure to use your full name, not a nickname.



Hospital Sisters
HEALTH SYSTEM



MyChart

Create a MyChart Account

We need some information from you in order to grant you a MyChart account. Once submitted, you will be allowed to create a user name and password for MyChart. Please contact your clinic if you have any questions.

* Indicates a required field

Name

* First name Middle name * Last name

Address

* Address information is required.

* Country

* Street Address

* City * State * ZIP

County

Other Information

* Date of birth


* Social Security number
This is required

* Legal Sex

* Home phone

* Email address * Verify email address
This is required

As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot 
reCAPTCHA
Privacy - Terms

For proxy access, please access the Proxy Request Form from your own MyChart account.

By entering the submit button I am certifying that I am the patient whose access is being requested. I certify that I am not misrepresenting myself or impersonating another individual to gain access to information. I understand that by making such certification I may be held legally responsible under federal and state laws.

6. Create a user name and password


The screenshot shows the MyChart account creation interface. At the top, the MyChart logo is displayed with the tagline "Your secure online health connection". Below the logo, the user is greeted with "Hello ambulatorypoc" and instructed to "Please choose a Username & Password". The page is labeled "Step 2 of 3" and states "All fields are required." and "Please choose your MyChart Username and password." There are two main input fields: "MyChart Username" and "Password". The "MyChart Username" field has a note: "Create a MyChart username. It cannot be changed, so think of one that is secure and easy to remember." Below this field is a text input box and a note: "Username may consist of a-z, 0-9, and . _ or @". The "Password" field has a note: "Create a password. Your password must be different than your MyChart Username. For increased security, use a combination of numbers and letters (lowercase and uppercase)." Below this field is a text input box with the note: "Eight characters or more; case sensitive". There is a "Retype Password" field below the password field. A green "NEXT" button is located at the bottom left of the form.

7. Verify email address is correct.

8. Click **Sign In**.

The screenshot shows the MyChart account creation interface for Step 3 of 3. The page is titled "Step 3 of 3" and asks "Enable E-mail Notifications?". Below this, it states: "When new information is available (such as test results or messages), we will send a notification message to your Internet e-mail address." There are two radio buttons: "Yes" (selected) and "No". Below this is the "E-mail Address" section, which states: "Your e-mail address will be used for alerts only. We will not share your e-mail address with anyone." There is a text input box containing "christina.budd@christianfamily.org" and an example: "Example: chris@company.com". Below this is the "Retype E-mail Address" section, which has a text input box containing "christina.budd@christianfamily.org". Below this is the "Enable Text Message Notifications?" section, which states: "When new information is available (such as test results or messages), we will send a text (SMS) notification message to your mobile phone." There are two radio buttons: "Yes" and "No" (selected). Below this is the "Mobile Phone Number" section, which states: "Your mobile phone number will be used for alerts only. We will not share your mobile phone number with anyone." There is a text input box containing "555-555-5555" and an example: "Example: 555-555-5555". Below this is the "Retype Mobile Phone Number" section, which has a text input box containing "555-555-5555". A green "SIGN IN" button is located at the bottom left of the form.

9. Read the Terms and Conditions. If you agree, click **Accept**.



Your secure online health connection

To proceed, you must agree to the following conditions governing the use of this Web site.

MyChart Terms and Conditions Statement

This web site ("MyChart") and related services are provided by Hospital Sisters Health System on its own behalf and on behalf of all of its affiliate hospitals and entities ("HSHS") to its patients and the patients of participating providers, as further described on Exhibit A, attached hereto and incorporated herein by reference ("Participants"), subject to compliance with the terms and conditions set forth below. Please read the following information carefully. Your continued use of MyChart will indicate your agreement to be bound by the terms and conditions as set forth below. If you do not agree to be bound by the terms and conditions as stated below, promptly exit this web site.

I. Privacy

Your privacy is of the utmost importance to us. HSHS and Participants, as applicable, will use your confidential medical information in order to provide you health care services. HSHS and Participants will, at all times, maintain your confidential medical information in strict confidence and will not disclose any information regarding your medical information to any unaffiliated third party unless you authorize that person or entity to receive your medical information or the information is permitted to be disclosed pursuant to state and/or federal law. Please review HSHS's and any applicable Participant's Notice of Privacy Practices for a thorough description of how your

Please do not show this page next time

ACCEPT **DECLINE**