This Epic Tip Sheet addresses how a patient can sign up for their patient portal using MyChart.

## How to set up a MyChart Account

To set up a MyChart account go to: https://mychart.muschealth.com

1. Once to the web page, select "Create Your Account" on the right side of the screen.



2. Select "Sign Up Online" located on the right side of screen.

MUSC Health	MyChart	
Please Identify Yourself		No Activation Code?
Step 1 of 3 All fields are required.		
Enter your Activation Code as it appears on your enrollment letter (you complete the signup process.	r code is not case sensitive). You will not need to use this code after you	
x000x - x000x - x000x Date of Birth Enter your date of birth in the format shown, using 4 digits for the year.		
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3. Complete the information in the Request An Activation Code and Submit Request

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Request an Activa	ation Code	
We need some information that I am the patient idem Protected Health Informa verification. Once approve activate your MyChart accor you must complete a Prox mychartsupport@musc.e	n from you in order to grant you a My tified below, I am at least 16 years o tion. Once submitted, it could take u d, you will receive an email with you ount. If you are requesting access to cy Access form. You may obtain an a du.	Chart account. By completing this form, I affi old and I am requesting access to my own up to 3 business days for processing and ir activation code and instructions on how to o a child's or family member's MyChart accouncess form in Clinic or by emailing
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- 4. An activation code will be sent to the email that was submitted. A confirmation will be emailed.
- 5. Once you have received an Activation Code via email, go to the MyChart web page for MUSC at: <u>https://mychart.muschealth.com</u>
- 6. Click on "Create Your Account " and complete your MyChart account set up by following the guided instructions