Enterprise | Patient(s)

Sign-up for MyChart & Request to be a Proxy

A proxy must have their own MyChart account in order to gain access to their dependents account. The first step is for the proxy to create his/her MyChart account if it does not yet exist. The next step is to request proxy access. This tip sheet will assist a person to sign up for a JHM MyChart and request access to others records as a proxy.

- If the proxy already has a MyChart please start on page 2/back. •
- If you wish to do this process over the phone with a Help Desk representative, call 800-318-4246.



Sign-up for MyChart

1. If the provider is assisting: Within the Epic toolbar, click the **Launch MyChart Home Page** button and follow the below steps with the proxy,

> **OR** the proxy can follow the below steps. Open this webpage on their personal device: https://mychart.hopkinsmedicine.org/MyChart/signup

OR

Scan this OR code from any mobile device:



Fill in all the demographic questions. A * 2. means they are required.



- On the next screen, you will create a user name 4. and password. Then click Next.
- You will then see a screen where you need to 5. validate the parent/proxy email address and click Sign In.



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3. Click **Next**. You will then answer question to verify the identity of the parent/proxy (via Lexis-Nexis).

Choose a Username & Password	
Step 2 of 3	
All fields are required.	
Please choose your MyChart Username and pass	MuChaut
MyChart Username This must be 6-20 characters and is not case-sensitive. It cannot be changed, so choose one that is easy to remembe	My Chart Your health. Your knowledge. Your connection.
myusername	
Username may consist of a-z, 0-9, and or @	E-mail Notifications
Password It must be 8-20 characters that contains at least one letter an Your password must be different than your MyChart Usernam	Step 3 of 3
	E-mail Address Your e-mail address will be used for alerts only. We will not share your e-mail ad
Eight characters or more; case sensitive	ahall45@johnshopkins.edu
Retype Password	Example: chris@company.com
······	Retype E-mail Address ahall45@johnshopkins.edu
NEXT	SIGN IN

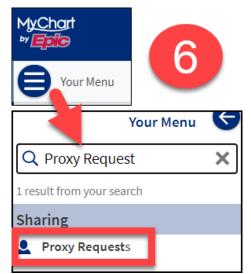


Request Proxy access

Onsite staff can grant proxy access immediately. If the proxy is offsite when signing up, they can request proxy access through MyChart. Once proxy access is requested in this way, it will be processed by the help desk in approximately 3 days. If you need immediate access, call 800-318-4246.

- 6. On the MyChart homepage, click **Your Menu** in the left corner and search for '**Proxy Request**'.
- 7. Click on the **Proxy Requests** Questionnaire.

Questionnaires Optional Questionnaires	đ
Request to Update Legal Sex Legal Sex Update Request	Not yet answered \rightarrow
Pronouns Update	Not yet answered $ ightarrow $
Proxy Requests 7	Not yet answered $ ightarrow $
COVID-19 Vaccine OPT OUT Form	Not yet answered $ ightarrow $



8. Answer the questionnaire accordingly. Depending on the proxy relationship, you may get differing questions. For some proxy requests, you will be asked to upload consent forms. Ask your doctor for the consent forms.

8	Proxy Requests *Indicates a required field. *Child's First Name:
Proxy Requests	
 * Indicates a required field. * Is this proxy request for a child or an adult? Child Adult Continue Finish later Cancel 	Child's Middle Initial: *Child's Last Name:
	*Child's Sex:
	Non-binary Female Male
	*Child's DOB: