MyChart

Sign Up Instructions
Instant Activation through Email

- When you receive an instant activation email, click on the **Sign Up Now** link in the email to instantly get activated for MyChart.

- A Username is suggested, you may change it if desired.

- Enter all the information to complete the activation process.

- This link remains active for 15 minutes.
Instant Activation through Email

- After 15 minutes has elapsed, you can still click on the **Sign Up Now** button in the activation email, you will be taken to the regular signup page (with activation code prepopulated). Follow the on-screen instructions to complete the signup.

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Please Identify Yourself

**Step 1 of 3**

All fields are required.

**MyChart Activation Code**

Enter your Activation Code as it appears on your activation letter. Activation codes are only provided during your clinical visit. You will not need to use this code after you complete the signup process.

<table>
<thead>
<tr>
<th>12345</th>
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**Date of Birth**

Enter your date of birth in the format shown, using 4 digits for the year.

<table>
<thead>
<tr>
<th>mm</th>
<th>dd</th>
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Activation Code from MyChart Activation Letter

If you get a printed MyChart Activation letter from clinic:

Visit MyChart.Nationwidechildrens.org and click on the New User Sign Up Now button and follow the instructions.

Enter the 15-character MyChart Activation Code issued to you in the letter.

Enter your date of birth as mm/dd/yyyy.

Click Next.
Create your unique MyChart Username. Once created, your MyChart Username cannot be changed.

Created a password - a combination of numbers and letters of 8 characters or more, and then retype the password to confirm.

Select a security question and provide the answer. This is used if you forget your password or want to reset it.

Click Next.
If you wish to receive e-mail notifications when your MyChart has been updated with new information, select “Yes” to enable.

If not already populated, enter your e-mail address. When your MyChart account is updated with new information, you will receive e-mail notifications informing you to login to MyChart and view updated information whenever available. A valid email address is also required to recover forgotten username. No medical information will be sent to this e-mail.

Click **Sign In.**
Read the Nationwide Children’s MyChart Terms and Conditions.

Click **Accept** or **Decline** as appropriate.
No Activation Code?

New to MyChart and you do not have a MyChart Activation Code:

• Please request a MyChart Activation Code during your next visit.

• You may also Request New Code Online through the Sign Up Now page. However, your access may be limited until your identity can be verified.

Note: Activation code must be used within 180 days after issue date or it will expire. The same applies to the activation email.