

MyChart Instant Activation

Intended Audience Ambulatory

Users are now able to generate an email with a time-sensitive link so patients are able to quickly sign up for MyChart using the *MyChart Administration* Activity. This can be added as an Activity tab in your workspace.

MyChart Administration Activity tab

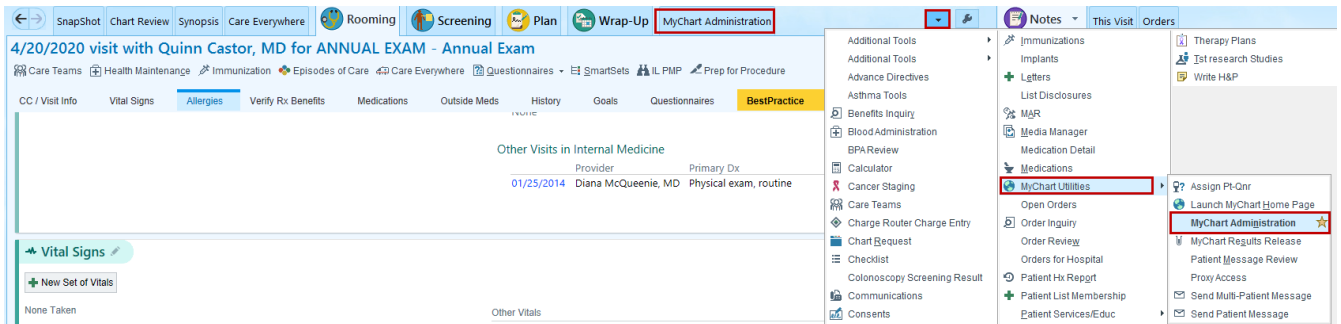
Users are able to easily send patients a time sensitive email, which contains an activation link that will be available for **six hours** via the MyChart Administration Activity tab.

Important to note: Adding the **MyChart Administration** Activity Tab only needs to be completed one time.

To Add MyChart Administration Activity Tab in Workspace

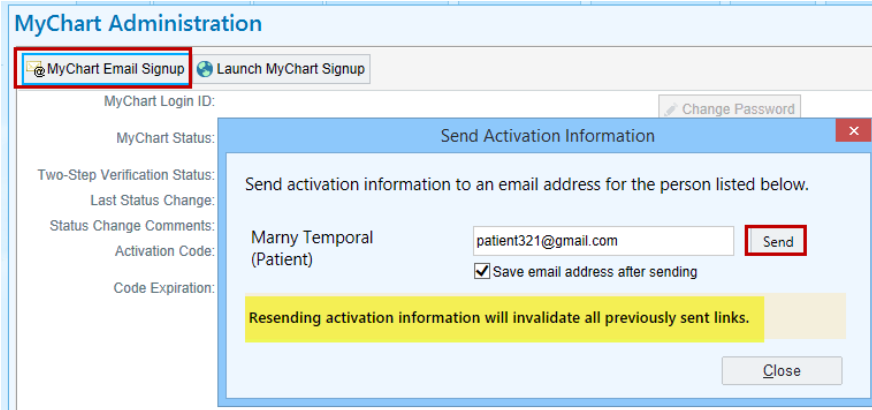
Open a patient’s encounter

1. Select the **Additional Activity** arrow
2. Select **MyChart Utilities**
3. Select the star by **MyChart Administration** to make a favorite
4. The **MyChart Administration** activity is now saved and displays in your workspace

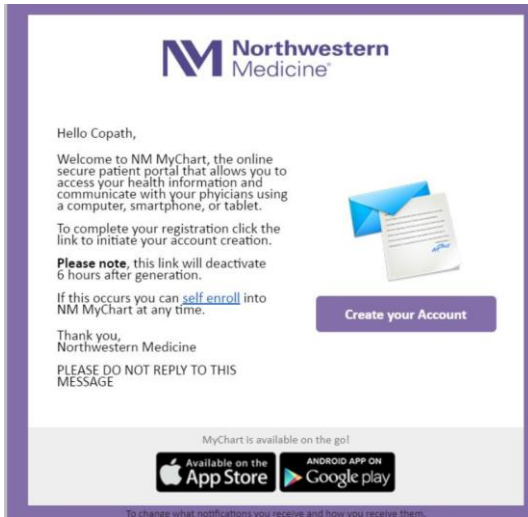


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1. Select **MyChart Administration**
2. Select **MyChart Email Signup**
 - **Note** – Resending activation information will invalidate all previously sent links
3. Select **Send**



4. The patient will receive an email and select **Create your Account**



5. Patients will **Create Password**, verify **Date of Birth**, Agree to terms and **Submit**

6. Patient has then successfully enrolled

