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

**MyChart Instant Activation**

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