



# MyChart Proxy Access

**Proxy access allows parents, legal guardians and caregivers to log into their personal MyChart account and connect to the health information of a patient they represent.**

**Follow these steps to request access to a minor's chart.**

- Log into your MyChart account with your username and password
- From the Profile menu at the top of the screen select Personalize
- From this screen you can see whose records you currently have access to
- Click Request Access to a minor's chart
- Complete all of the fields
- When finished click Submit Request

**Follow these steps to grant access to your MyChart Account.**

- Log into your MyChart account with your username and password
- From the Profile menu at the top of the screen select Personalize
- From this screen you can see whose records you currently have access to
- Click Grant An Adult Access to your record.
- Complete all of the fields.
- When finished click Submit Request.

For MyChart Technical Support, call **775-982-6686**.