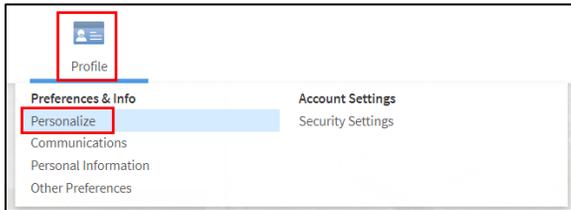


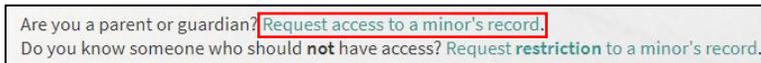
# MyChart Proxy Access Instructions

If the parent or guardian already has their own MyChart:

1. Login to MyChart with your username and password.
2. Go to **Profile** and click **Personalize**.



3. Click **Request access to a minor's record**.

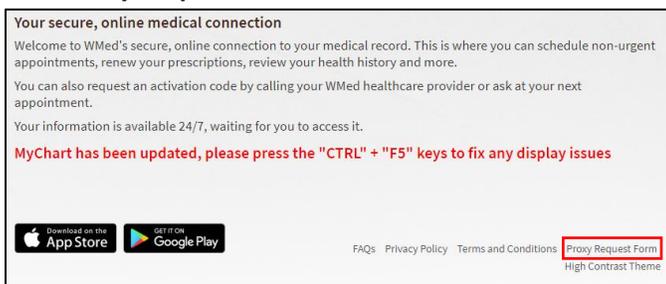


4. Fill out form and submit.

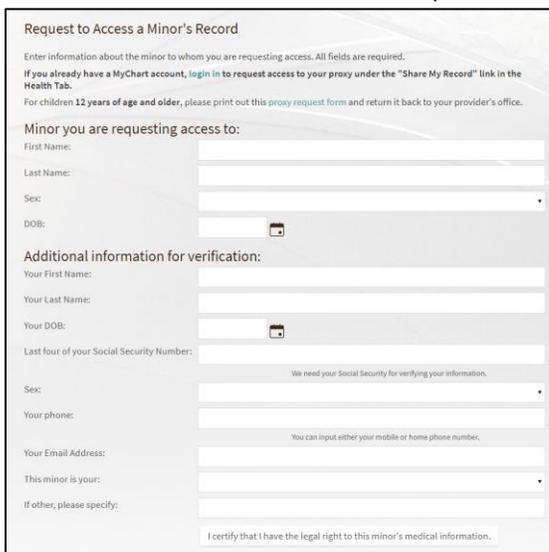
Note: If the patient is 12 years or older, you will need to print the **proxy request form**.

If the parent or guardian does not already have their own MyChart:

1. Go to <https://mychart.med.wmich.edu/MyChartWMED/>.
2. Click **Proxy Request Form**.



3. Fill out the form and click submit request.

A screenshot of the 'Request to Access a Minor's Record' form. The form contains several sections: 'Minor you are requesting access to:' with fields for First Name, Last Name, Sex, and DOB; 'Additional information for verification:' with fields for Your First Name, Your Last Name, Your DOB, Last four of your Social Security Number, Sex, Your phone, and Your Email Address; and a dropdown menu for 'This minor is your:'. At the bottom, there is a checkbox for 'I certify that I have the legal right to this minor's medical information.'

For children **12 years of age and older**, please print out this **proxy request form** and return it back to your provider's office.