MyChart Login Instructions Tip Sheet

- Once you have completed the Proxy Form with the Office Staff, you will receive a text or email link. Click the link that was sent via text or email to launch the MyChart Sign-up.
- Create user name and password. It will request a Date of Birth where you will enter the Parent’s Date of Birth.
- You will then open app on your phone and will have to choose a provider/organization. You will scroll down the list and look for **UCSF My Chart** (see the image on the right below).
- This is where you will login in with Username and Password that you have created.
- **When you have logged on please SEND A TEST MESSAGE, “TEST”**

**APP on Phone**

![MyChart App on Phone](image)

**Provider/Organization**

![UCSF My Chart Provider/Organization](image)