

## MyChart Sign Up - Request an Activation Code Method

**STEP 1:** The **Request an Activation Code** method will send you an email with a secure link within 2 business days.

Enter all required information in the fields marked with a red asterisk\*.

Ensure you check the “I’m not a robot” box.

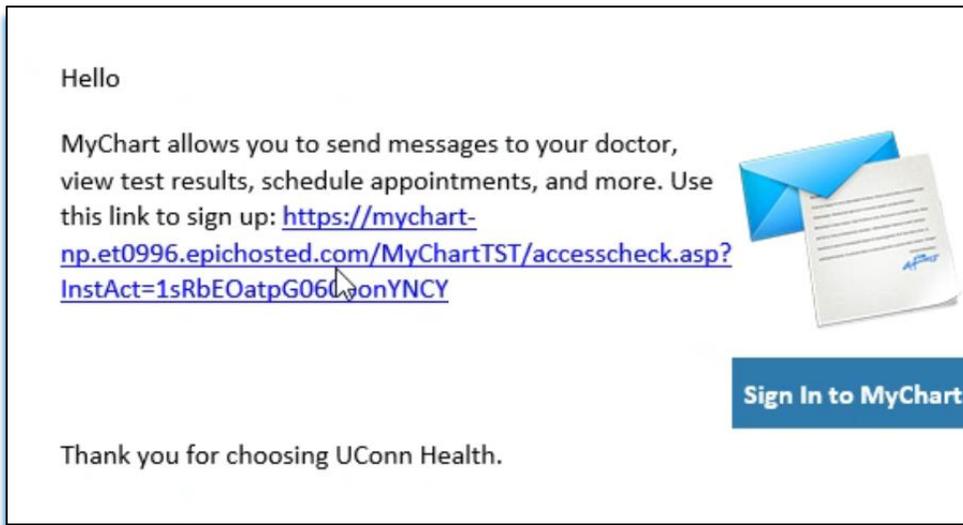
Click **Submit**.

You will receive a confirmation of your request.

The screenshot shows the 'Request Access to Your MyChart Account' form. At the top, there are logos for UCONN HEALTH and MyChart (One Patient. One Record. Endless Benefits.). Below the title, a red-bordered box contains the following text: 'We need some information from you in order to grant you a MyChart account. You will receive an email with your activation code and instructions on how to activate your MyChart account within 24 hours; weekend requests will be processed Monday. If you have any questions, please call the MyChart Patient Support Line at 1-844-698-2666, Monday-Friday, 7:00am-5:00pm.' Below this, a legend indicates that an asterisk (\*) denotes a required field. The form is divided into sections: 'Name' with fields for First name, Middle name, and Last name; 'Address' with a dropdown for Country (United States of America), a text field for Street Address, dropdowns for City, State, and ZIP, and a dropdown for County; 'Other Information' with a note about Social Security Number (SSN), a text field for Date of birth, radio buttons for Legal Sex (Female, Male, Unknown, X), a text field for Last four digits of SSN, text fields for Email address and Verify email address, text fields for Home phone and Mobile phone, and a CAPTCHA section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. A red arrow points to the 'Submit' button at the bottom left.

**STEP 2:** You will receive a Signup information for MyChart email within 2 business days from UConn Health MyChart. It contains a secure link.

Click on the secure activation link to proceed.



**STEP 3:** Enter your ZIP Code, Date of Birth and E-mail Address.

Click **Next**.

A screenshot of the MyChart activation form. At the top, it features the UConn Health logo and the MyChart logo with the tagline "One Patient. One Record. Endless Benefits." Below the logos, the heading "Please Identify Yourself" is displayed. Underneath, it says "Step 1" and "All fields are required." The form includes a "MyChart Activation Code" section with three input boxes containing "J7KR9", "8P8S7", and "33B2C", each with a "xxxxx" placeholder below it. The "ZIP Code" section has a single input box with a "xxxxx" placeholder below it. The "Date of Birth" section has three input boxes for "mm", "dd", and "yyyy", with a "mm / dd / yyyy" placeholder below them. The "E-mail Address" section has a single input box with a "abc@xyz.com" placeholder below it. At the bottom left, there is a "Next" button. Red arrows point to the ZIP Code input box, the Date of Birth input boxes, the E-mail Address input box, and the Next button.

**STEP 4:** Complete the *Set Up Two-Step Verification* as an added layer of account security.

Click **Continue**.

(Note, you may click “Turn off two-step verification” to bypass this security feature, although this is not recommended. Should you choose to do so, a popup box will require your confirmation).

The screenshot shows the 'Set Up Two-Step Verification' page for UConn Health MyChart. At the top, the UConn Health and MyChart logos are displayed. The page title is 'Set Up Two-Step Verification' and it is labeled as 'Step 2 of 7'. The main text explains that two-step verification adds an extra layer of security by requiring a verification code when logging in. Below the text is an illustration of a computer monitor and a smartphone, both displaying a padlock icon with a green checkmark. At the bottom of the page, there are two buttons: 'Continue' (highlighted with a red arrow) and 'Cancel and log out'. Below the buttons, there is a link 'Turn off two-step verification' (also highlighted with a red arrow). A callout box points to this link, containing the text 'Are you sure?' and a warning that turning off this feature makes health information more vulnerable to an attack. The callout box has two buttons: 'Turn Off (unsafe)' (highlighted with a red arrow) and 'Go back'.

**STEP 5:** Verify that your email is correct.

Click **Continue**.

The screenshot shows the 'Update Your Contact Information' page for UConn Health MyChart. At the top, the UConn Health and MyChart logos are displayed. The page title is 'Update Your Contact Information' and the text explains that two-step verification uses contact information to verify identity. Below the text is a form field labeled 'Your email' with a red arrow pointing to it. At the bottom of the page, there are two buttons: 'Continue' (highlighted with a red box) and 'Go back'.

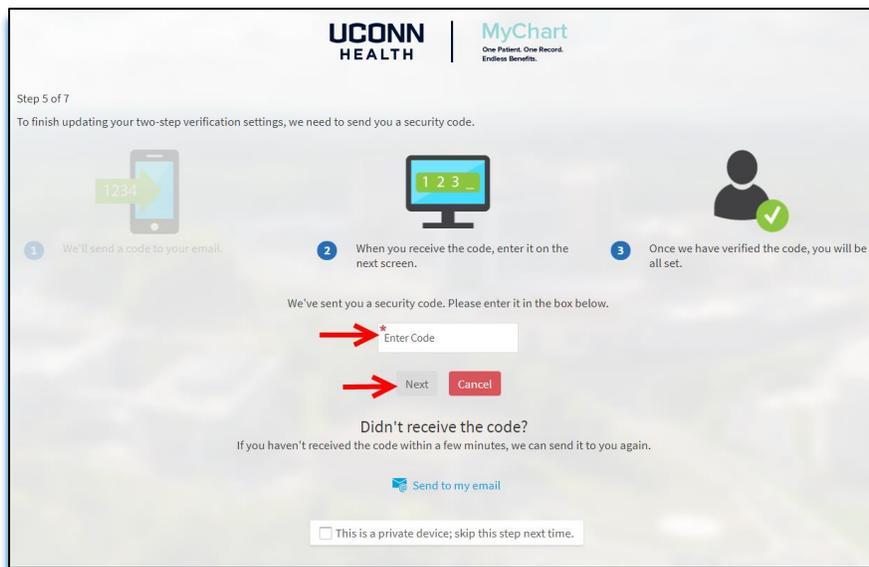
**STEP 6:** You will be at the verification screen. Click the **Send to my email** button to receive your MyChart Verification Code in your email.



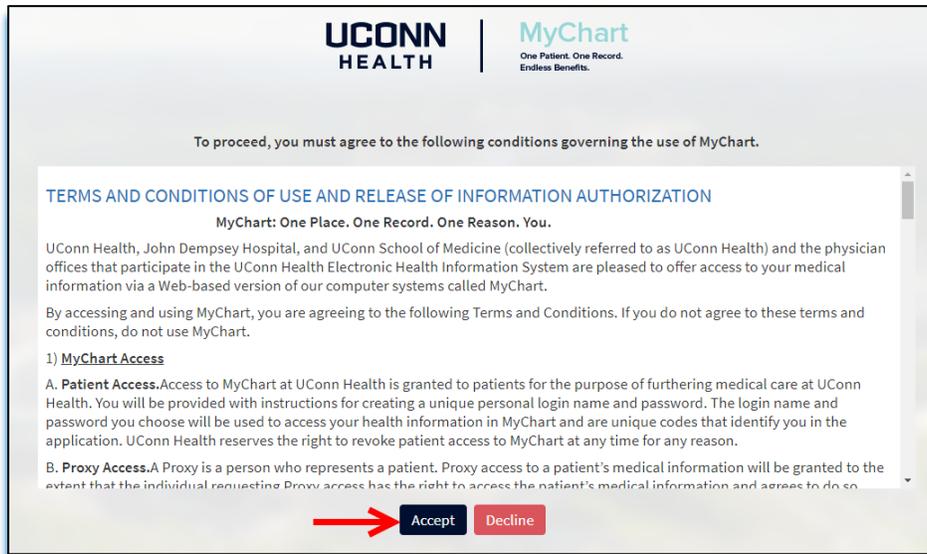
**STEP 7:** Check your email for your code.

Enter this code in the "Enter Code" box.

Click **Next**.



**STEP 8:** Read the Terms and Conditions and click **Accept** to proceed.



**STEP 9:** Click **Skip** to bypass the pop up screen. Welcome to your MyChart!

