

MyChart provides employees and students with online access to their health record. With MyChart, you can:

- **View all of your health information in one place.** Find and print immunization records
- **Quickly schedule appointments.** New Employee health screening and annual flu shot appointments
- **Complete required job or college related health questionnaires.**

How Do I Access MyChart?

You can sign up for a MyChart account either on the MyChart website or the MyChart mobile app.


- On your computer, go to <http://uamshealth.com/mychart>
- On your mobile device, download the MyChart app. To download the MyChart app, search for MyChart in the app store, then look for **UAMS Health** in the participating health care organizations.
- NOTE: If you are already a patient at UAMS and have already set up a MyChart account you do not need to set up another. From a single login you can access both your medical record and your employee/student health record.

Download the MyChart Mobile App

If you want to sign up for MyChart on your cell phone or another mobile device, download the mobile app on your phone first.

1. On your mobile device, open the **Apple App Store** (if you have an iOS device) or the **Google Play Store** (if you have an Android device). Look for one of the following icons to find the app store on your device:



2. Search for **MyChart**. Look for the following logo to make sure you have the right app: 
3. Tap **Install**.
4. After you've installed the app, tap **Open** or find the MyChart icon on your device and tap to open it.
5. Search **UAMS** for your primary healthcare organization from the list of organizations.
6. After you've found your healthcare organization, follow the steps below to sign up for an account.

Use Your Activation Code to Sign Up

1. From the MyChart login screen on the MyChart website or MyChart mobile app, select **Sign Up Now**.

2. Enter your activation code, that was sent to you in a separate email and the other personal verification items, such as the last four digits of your Social Security number and your date of birth. Select **Next**.

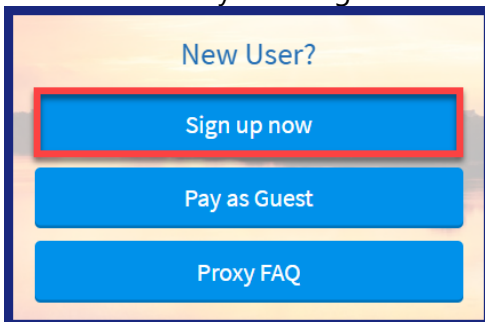
Note: if you did not receive an activation code follow the instructions to Request an Activation Code found in the next section.

3. On the next page, choose the following:
 - **MyChart username.** Choose something that others wouldn't be likely to guess but is easy for you to remember. It cannot be changed at any time.
 - **Password.** Choose a unique combination of numbers and letters, using both uppercase and lowercase letters. Your password must be different from your MyChart username. Choose a password that you don't use for other websites.
 - **Security question.** Choose a question you can use to verify your identity if you forget your MyChart password. The answer you enter cannot include your MyChart password.
4. Then, choose whether you want to receive a notification message in your personal email when there is new information available in your MyChart account. If you opt to receive email alerts, enter your email address.

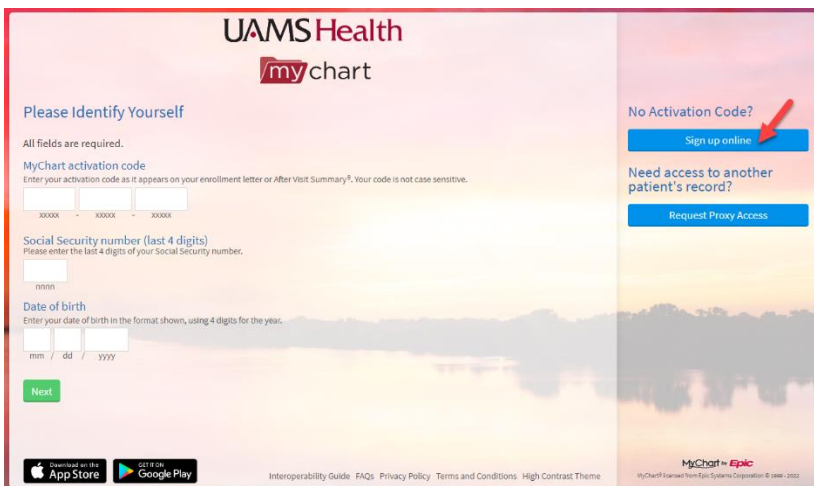
Request an Activation Code If You Don't Already Have One

If you don't have an activation code, you can request one online. To request an activation code online:

1. On the MyChart login screen on the MyChart website or mobile app, click **Sign Up Now**.



2. Click **Sign up online** button.



3. Fill in the required fields, click **I am not a Robot** in the CAPCHA box.

UAMS Health
mychart

Sign up for MyChart

Follow these steps to sign up for a MyChart account.

- Enter your personal information.
- Verify your identity.
- Choose a username and password.

If you have any questions, please contact us at 501-686-8555.

* Indicates a required field

Name

*First name: Joan Middle name: Last name: Smith

Address

*Country: United States of America

*Street Address: 123 1st St.

*City: Little Rock *State: Arkansas *Zip: 72205

County: PULASKI

Other Information


*Date of birth: 12/12/1970

* Legal Sex: Female Male Unknown

*Home phone: 501-555-1212 *Mobile phone: 501-555-1212

*Email address: Joan@email.com *Verify email address: Joan@email.com

As a spam prevention measure, complete the CAPTCHA below.

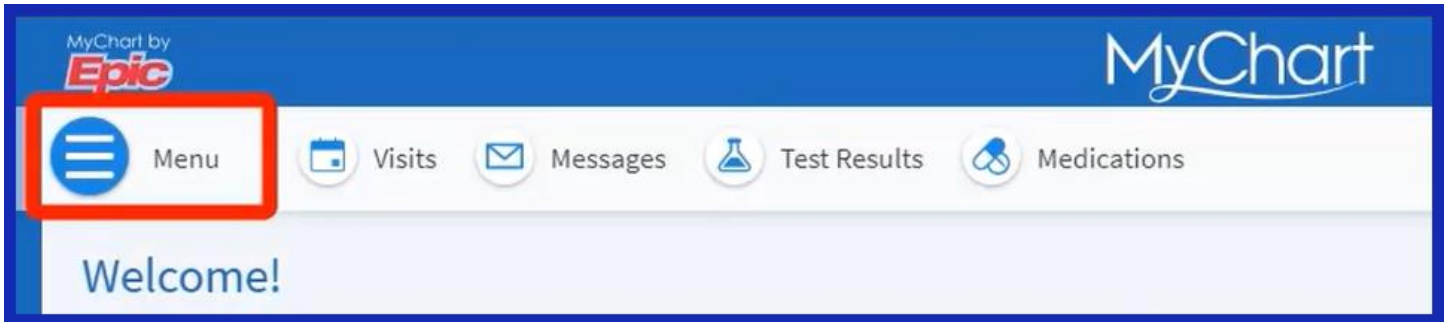
I'm not a robot  reCAPTCHA Privacy - Terms

Next

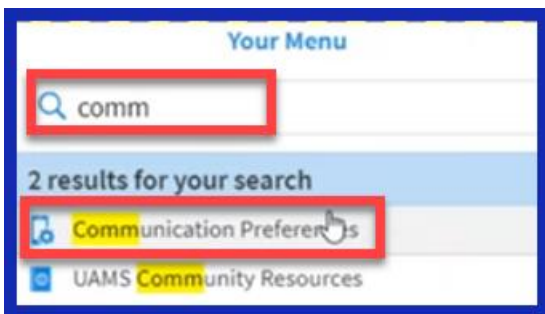
4. Then click the green **submit** button.
5. Verify your identity by clicking **Verify with a Third Party** to supply personal verification items, such as the last four digits of your Social Security number and your date of birth, and have an **activation code** sent to your email address or mobile phone.
6. Create your MyChart username and password; document your username and password in a safe place so that you can refer back to it should you forget.

Set up your preferred methods of communication within MyChart

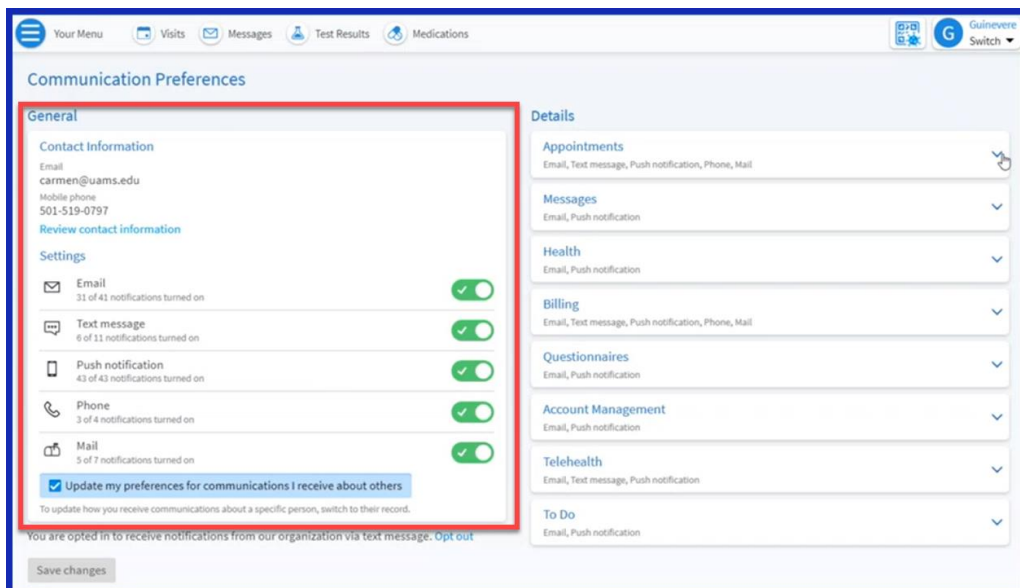
1. Log in to the **MyChart** and click on the **Menu icon** on the **home screen**.



2. Search **"Communication"** within the search field.

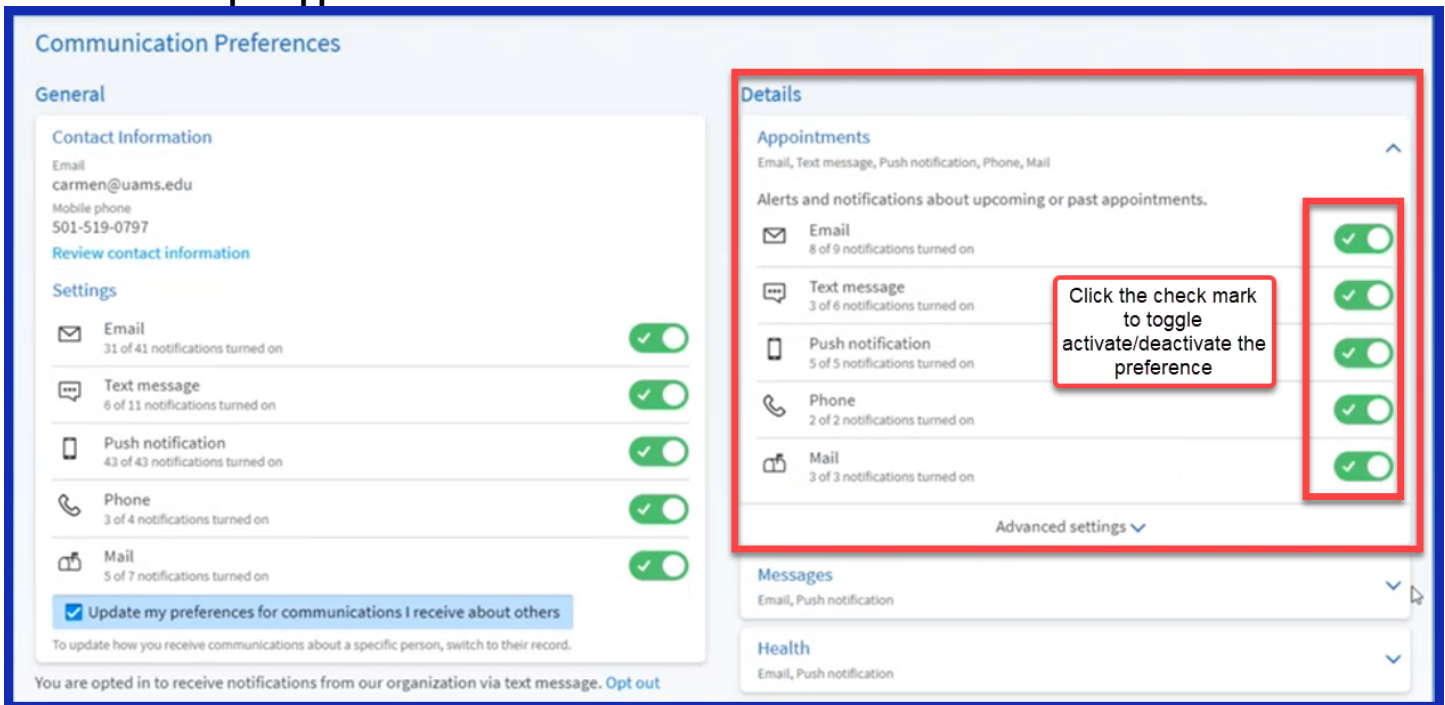


3. From the Communication Preferences Activity indicate how you want to receive notifications by selecting the appropriate choices in the general section.

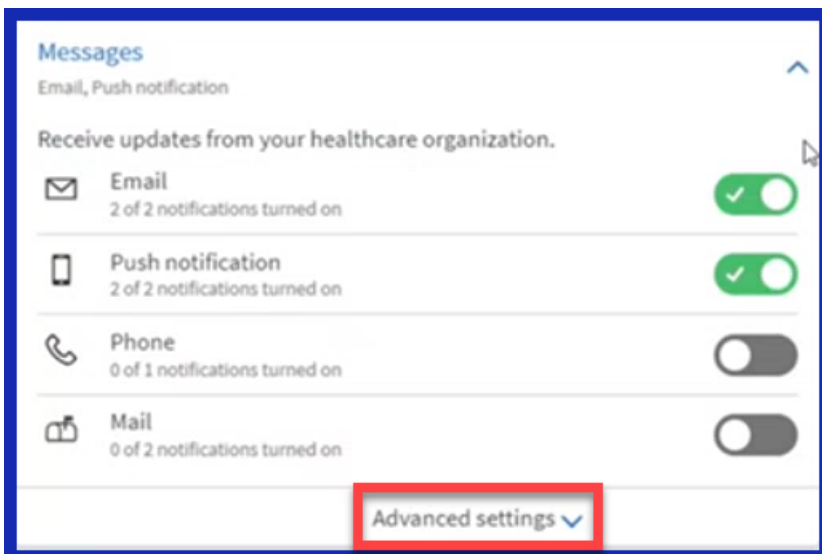


- In the Details section you can update each type of message to receive and customize the communication preferences accordingly. Expand each window to review each preference.

For example Appointments:



- For UAMS student and employees**, it is advised to activate bulk messages to ensure that all HR requirements are communicated effectively.
- Click on the Messages tile to expand the section. From here, go to advanced settings dropdown.



- Within bulk communication, activate this type of messaging by selecting the appropriate way you wish to receive bulk communication such as annual requirements.