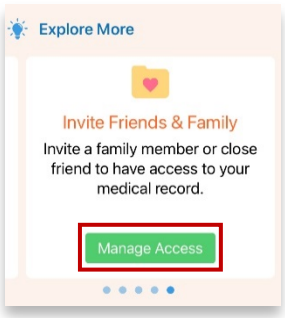
MyUHealthChart Student Health

Sharing Records - Invite Friends & Family (Mobile App & Web)

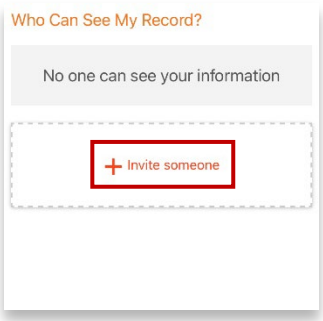
Invite Friends & Family (Mobile App)

- Once logged into the MyChart App, scroll to the bottom of the Home screen to the **Explore More** section.

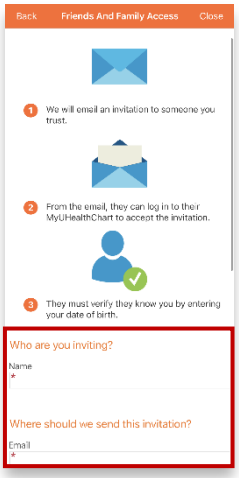


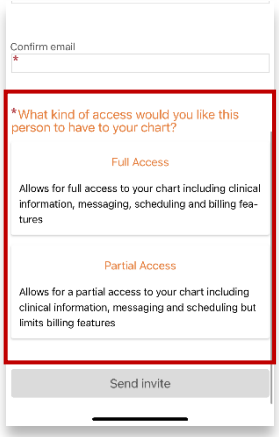
- In ***Explore More***, side-scroll to find **Invite Friends & Family** and select **Manage Access**.

- Select **Invite someone** within the ***Who Can See My Record?*** screen to add the individual that you want to allow access to your record.
  Note: *You may share record access with more than one person.*



- Complete the required information for the person:
  - Who are you inviting? – **Name**
  - Where should we send this invitation? - **Email**
  - What kind of access would you like this person to have to your chart? – **Full Access or Partial Access**

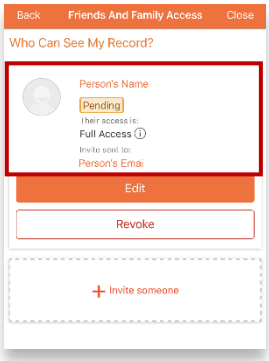




- Once the required fields are completed, select **Send Invite**.

  The person will receive the invite via the email provided, and it will show as pending status in your MyChart. Once the person accepts the invitation, the status will change to accepted.

  IMPORTANT: *You have the ability to edit a person's access (full or partial) and revoke all access within Manage Access.*



Invite Friends & Family (Web)

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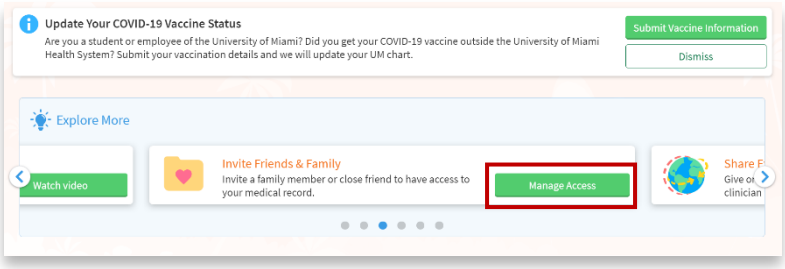

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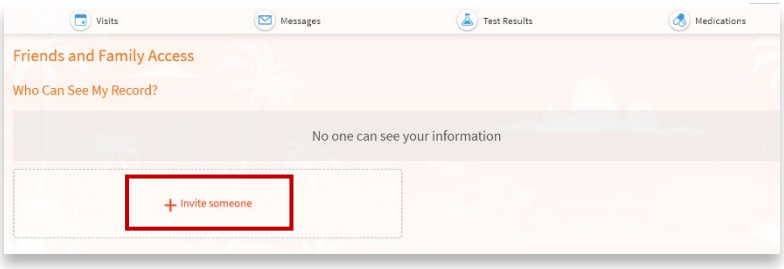

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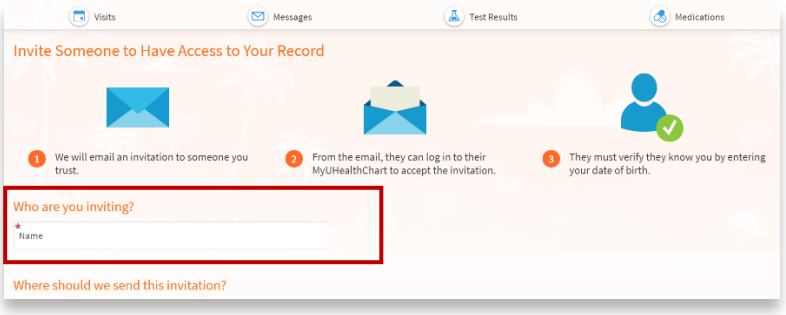

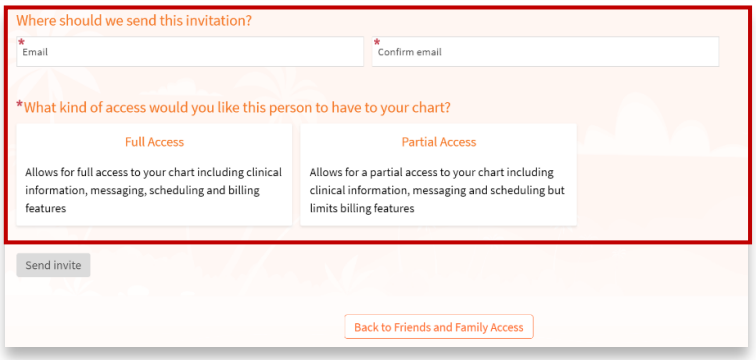

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