MyClevelandClinic™

MyClevelandClinic connects you to MyChart® so you can access all your health information in one place.

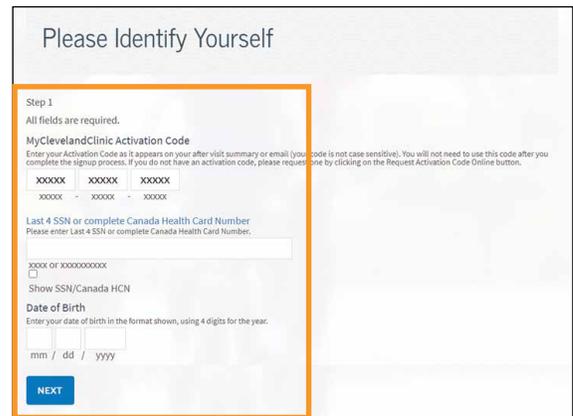## Steps to Activate Your Account for the First Time

1. Review the email sent to you with signup information.

   If the email was sent to you automatically (when scheduling or checking in for an appointment or after discharge from the ED or hospital), click the link within email and it will open your browser to the sign-up page. The Activation Code will auto-populate within the field.

   If you received an activation code on your after visit summary, visit mychart.clevelandclinic.org/accesscheck.asp and enter the code within the field.

   • Enter the last 4 digits of Social Security Number or complete Canada Health Card Number.

   • Enter the date of birth (mm/dd/yyyy).
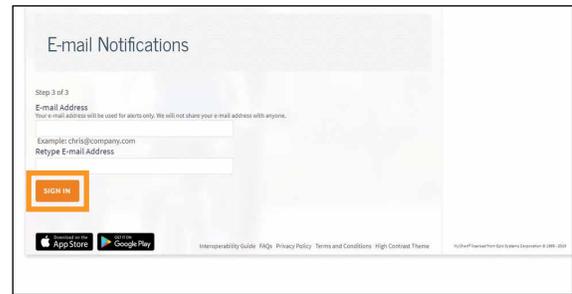
   • Click the **NEXT** button.
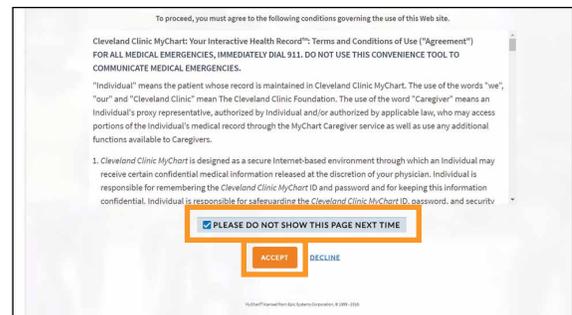

2. Create a Username and Password.

   • Username **must** be 7-30 characters with no spaces and **is not** case sensitive. Do not use your Activation Code as your Username.

   • Create a password (must be typed twice).

     - **Must** be different than your username

     - **Must** be 8-20 characters and **is** case sensitive
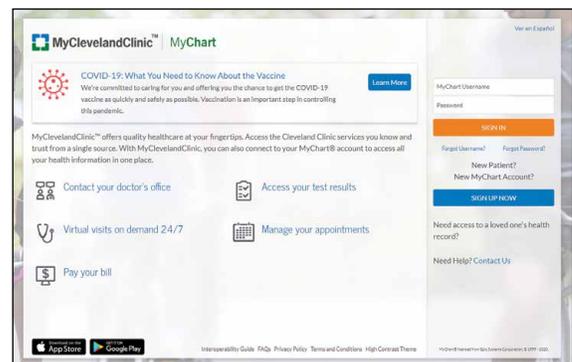
   • Click the **NEXT** button.

3. Enter your email address (must be typed twice) and click on the **SIGN IN** button.

4. Read and agree to the Terms and Conditions.

- Terms and Conditions will display each time you log on to MyClevelandClinic unless you check the box marked "please do not show this page" next time.

- Click the **ACCEPT** button.

5. The next time you visit the MyClevelandClinic login page, you will enter your Username and Password to access your account.

- Save your Username in a secure place.

- Bookmark or add the URL to your favorites.

6. Add your children and/or dependent adults to your MyClevelandClinic account:

- In MyClevelandClinic, select **Request Family Access** in the Messaging menu and follow the steps provided.

- If you'd like to authorize a loved one to access your account, use the "Share My Record" feature in the Health menu.

- More information can be found in the For Loved Ones tab located at clevelandclinic.org/mychart.