MyChart Proxy Access Instructions

If the parent or guardian already has their own MyChart:

1. Login to MyChart with your username and password.
2. Go to Profile and click Personalize.
3. Click Request access to a minor’s record.
4. Fill out form and submit.

Note: If the patient is 12 years or older, you will need to print the proxy request form.

If the parent or guardian does not already have their own MyChart:

1. Go to https://mychart.med.wmich.edu/MyChartWMED/.
2. Click Proxy Request Form.
3. Fill out the form and click submit request.

For children 12 years of age and older, please print out this proxy request form and return it back to your provider’s office.