How to Invite Someone to Have Access to your My*Chart* Record

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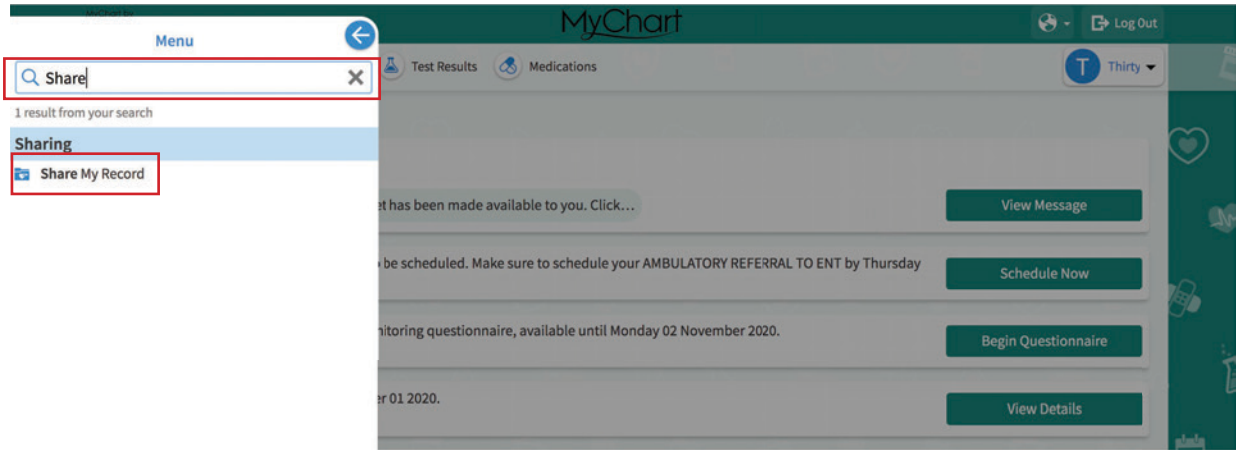
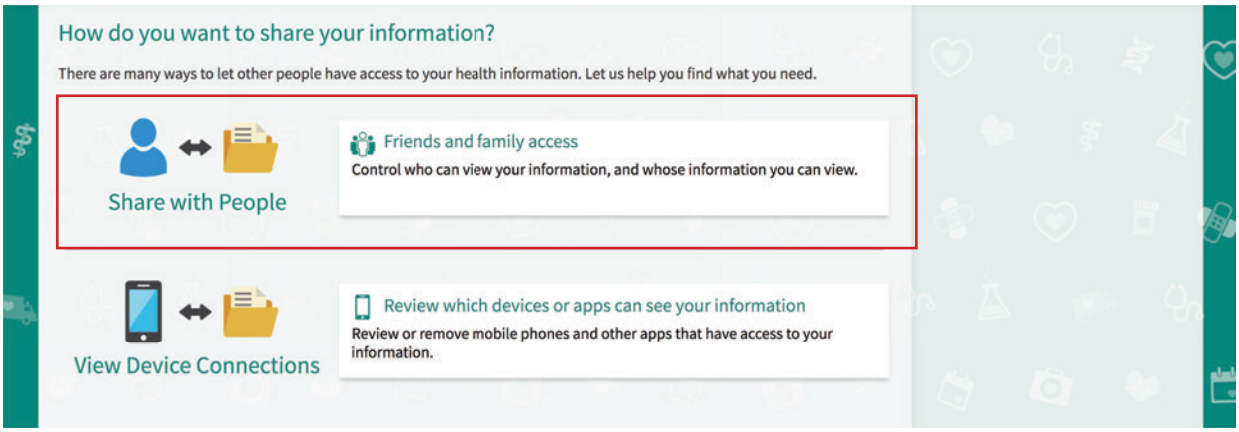
مركز جونز هوبكنز
أرامكو الطبي
Johns Hopkins
Aramco Healthcare

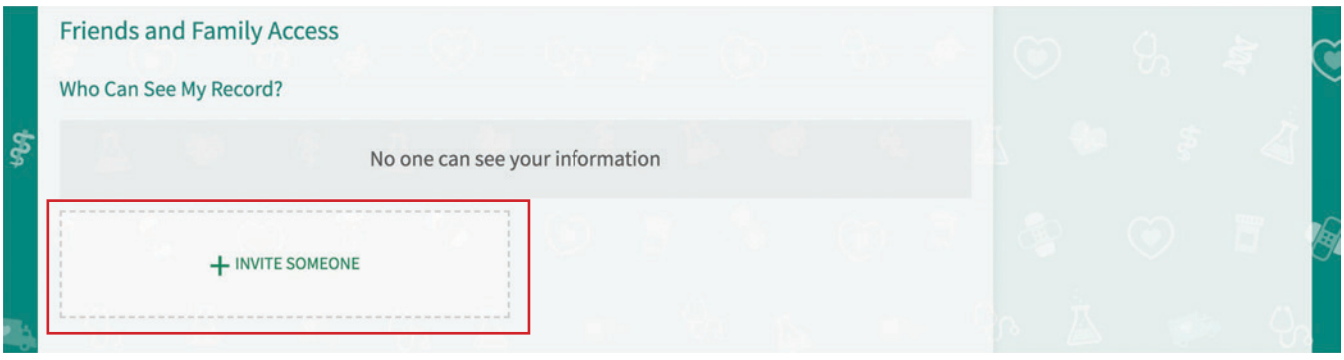
1. After logging in to My*Chart*, from the drop-down **Menu**, search for or directly select **Share My Record.**



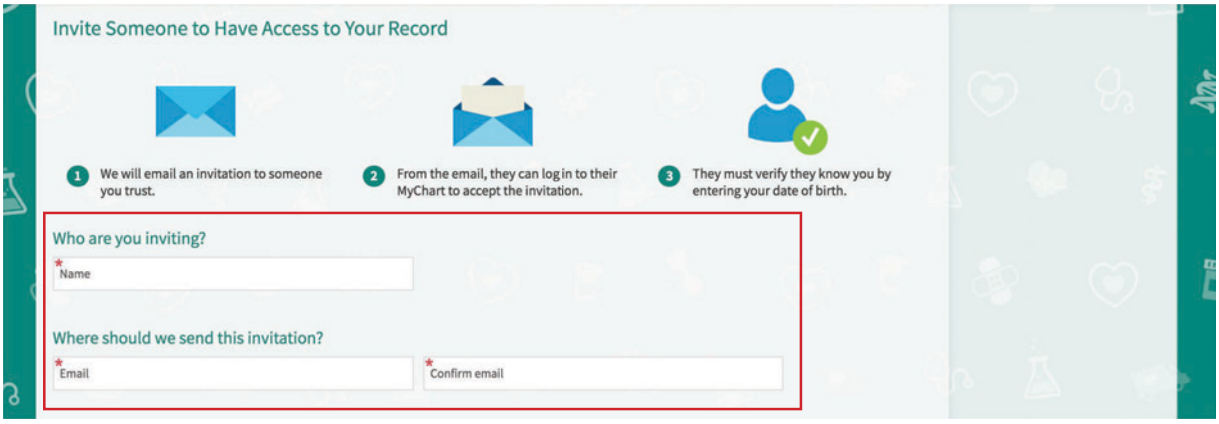
2. Select **Share with People.**



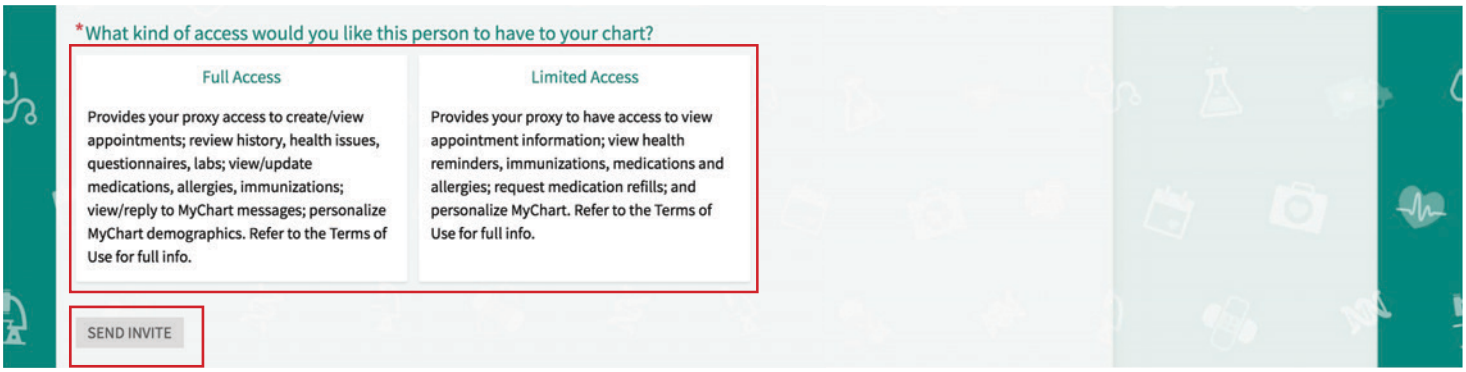
3. Click **Invite Someone.**



4. Fill in the required fields: **Name, Email, and Confirm Email.**



5. On the same page, select what kind of access you would like this person to have: Full or Limited Access. Then click **Send Invite.**



6. An email invitation will be sent to the person you listed to receive an invite. They can log in to their MyChart account to accept the invitation, then they must verify that they know you by entering your date of birth.