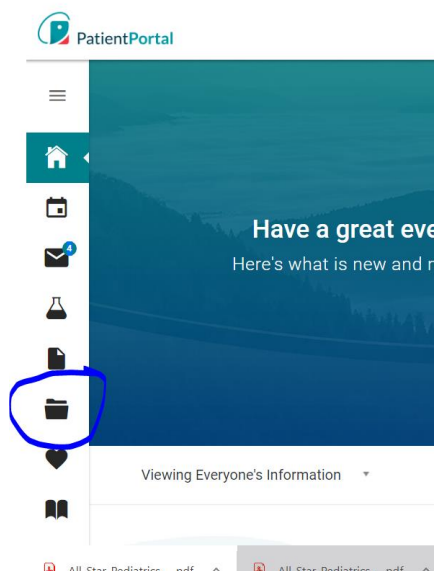


How to fix your portal if you registered for your portal, but accidentally used your child's name instead of your own

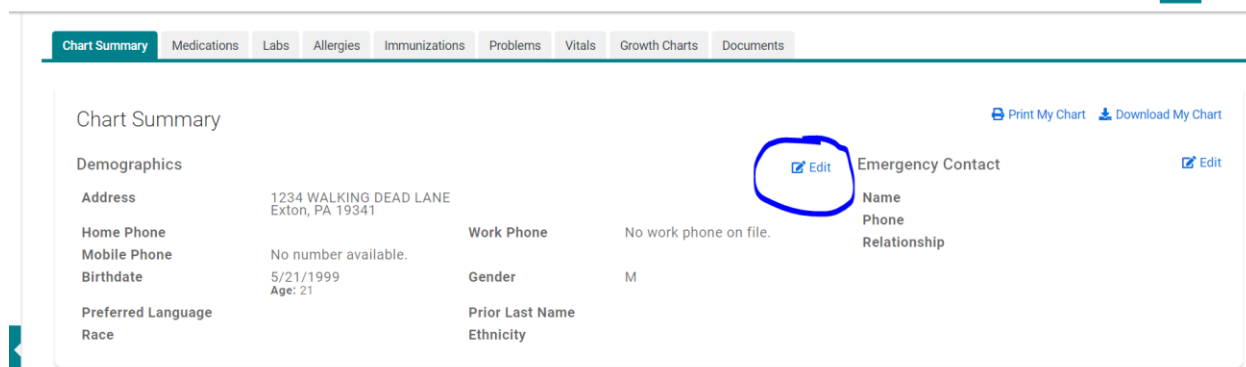
There is a way to fix this and its not too difficult!

As long as you used all of the rest of your own information, you can fix this! If you registered for the portal as if you were your child – please call the office. This fix is not for you.

- Log into your Intellichart Portal. Make sure you are on your own bubble at the top!
- Navigate to the My Chart section on the right hand side



- Choose the Summary Section – A window will open up with all of your information on it! There will be an edit button in the middle of the screen. Click on it.



- Once you click on it another window will open where you can change your name!

Demographics Edit ×

Note: Mobile Phone cannot be edited at this time.

GENERAL CONTACT INFO

First Name DARYL	Middle Name	Last Name TEST
Prior Last Name	Preferred Name	Birthdate 5/21/1999
Gender Male	Preferred Language - Select -	Ethnicity - Select -

Race Select all that apply

- American Indian or Alaska Native
- Asian
- Black or African American

- Click save! The next time you log in- you should see your correct name in the window. You will not see the change until you log out and then log back in.
- NOTE THAT THIS FIX WILL NOT WORK IF YOU REGISTERED AS YOUR CHILD. Please call the office if this is the case.