

Epic Version: 2020

User(s) Affected: All Epic Users

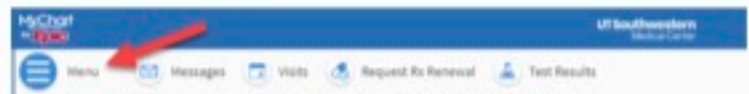
Application: MyChart

Date in Effect: 6/23/2021

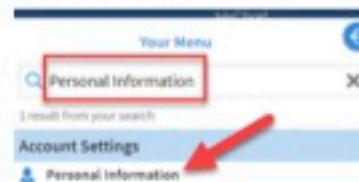
## Topic: How to update personal information in MyChart

**Description:** This tip sheet outlines the steps to take to make a change to personal information including an email address.

- Log in to MyChart.
- Locate Menu in the upper left hand corner.



- Once in Menu, type in the word **personal information** in the search field and click on **Personal Information** under Account Settings.



- Once in Personal Information, click the blue **Edit** button.



- Locate the field in which you would like to make a change, enter the updated information and click the **Save changes** button.

