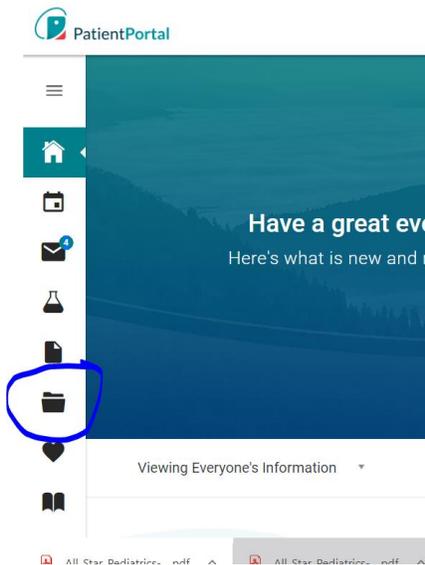


How to fix your portal if you registered for your portal, but accidentally used your child's name instead of your own

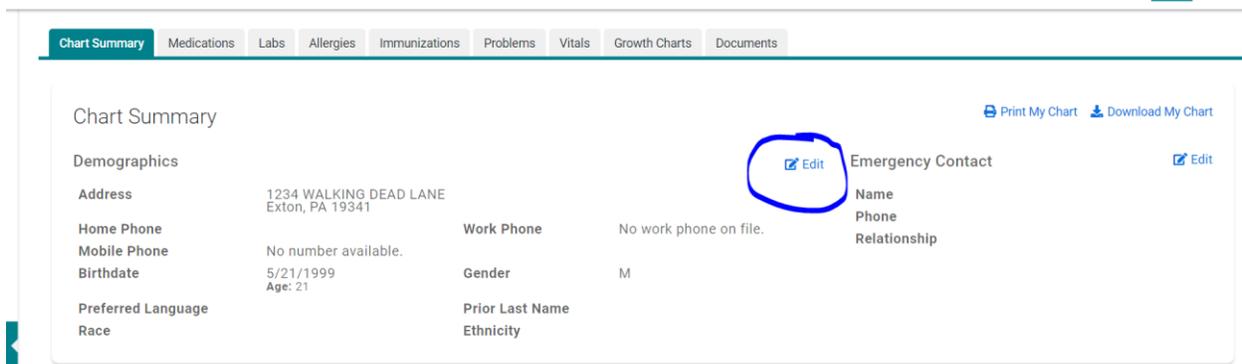
There is a way to fix this and its not too difficult!

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.



- If there is no edit button, try switching to another child's profile and navigate to the summary section in that profile, then click back to your profile and the edit button should appear!

- 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 **Middle Name** **Last Name**

DARYL TEST

Prior Last Name **Preferred Name** **Birthdate**

5/21/1999

Gender **Preferred Language** **Ethnicity**

Male - Select - - 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.