Here’s how to do it:

1. Under Your Menu select or search Share My Record in the Sharing section.

2. On this page you can choose to share your health record with people, connected hospitals and providers, and review what devices have access to your account.

3. If you want your friends or family to have access to your MyOchsner account, select Friends and family access.

4. This page will allow you to grant access to others, see who has access to your account, and whose account you have access to.

5. Click on the Invite someone button to easily grant access.
6. To grant access to a friend or family member, you must type in their name, email address, and what level of access you would like to grant to this person. To complete this setup click the send invite button.
8. If you want to briefly share your health information with a provider not within the Ochsner Network, you can do so with Share Everywhere. Select **Give one-time access with Share Everywhere**.

9. Enter in the name of the person you are giving access to. A unique code will appear and that person will need to go to [www.shareeverywhere.com](http://www.shareeverywhere.com) and enter the unique code and your birthday to gain access.
10. If you go to another hospital that has their own MyChart, you can connect the two accounts! Select **Link your accounts**.

11. Search for the other organization and click on **Link Account**. You will need to log into the other account.
   - If you do not remember your username and password for the other account, please contact the **other hospital’s MyChart help desk** to recover your username or reset your password.

12. You can allow other organization to access your information. Click this button to review which organizations have access to your account and if you want to stop sharing.
13. You can also review which devices or apps you have granted access to your MyOchsner account. Select **Review which devices or apps can see your information.**

14. If there are any apps or devices you wish to not have access on your account, select **Remove Access** or **Unlink** to remove those Apps and devices.