

## REGISTER A PARENT/GUARDIAN

In order to register a Parent/create an account, the parent/guardian must be added as a Family Contact in OP and have specific fields configured.

### NOTES/LINKS



### Register a Parent/Create an Account

1. Navigate to the patient's contacts (**Patient Chart > Family Contacts**).
2. **Add** a new Contact or **select** an existing Contact.
3. Confirm or add the following required fields:
  - a. **Home email:** Enter the parent's home email
  - b. *(Optional, based on configuration)* **Cell Phone:** Enter the parent's cell phone number.
  - c. **Authority:** For the parent to have access to the OP Portal, they must have either Joint or Exclusive selected as the Authority.
    - *Note:* Resides with is not required.
4. The Welcome Email will be sent automatically once the Authority of Joint or Exclusive has been selected.
  - The **Portal Status** will show as Active when the parent first logs into the OP Portal.
5. Repeat the process for each patient related to the parent.



### Resend the Welcome Email

If a parent needs the Welcome Email resent, navigate to the Patient Chart > Family Contacts, then:

- Adjust the **Authority** level and click **Save**, then the email will be resent.
- OR,*
- Click the **folder** button next to the **Email Address** field, then click the **Register** button in the **Caregiver Contact Authority** tab.



### Parent Login

The Parent will receive the Welcome Email in their inbox, and click on the link to log in. They must have **their child's/their own DOB**, and set up a new, unique **password** on first login.

