

Sign up for **MyMFT** – Visual Guide

The following guide will take you through the steps required to sign up for MyMFT, using either a web browser (A) or handheld device (B).

To navigate to the correct guide, please click the relevant icon below:

A. [How to sign up using a desktop](#)



B. [How to sign up using a mobile phone or tablet](#)



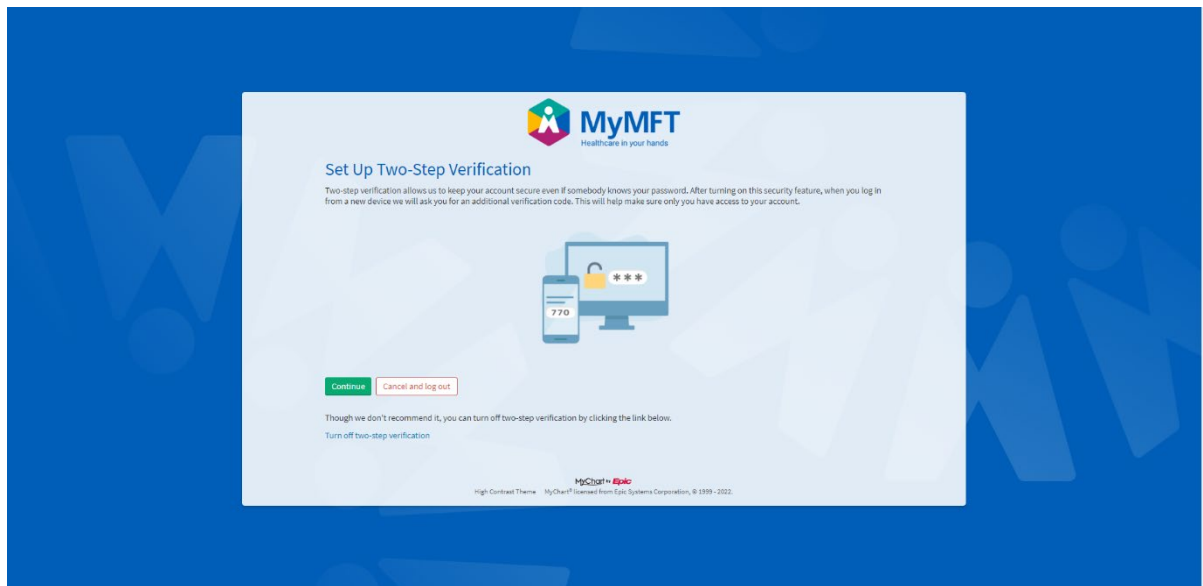
Signing up using a desktop

- Visit my.mft.nhs.uk using either the Google Chrome or Safari web browsers.
- If you have previously signed up for MyMFT, enter your MyMFT username and password in the boxes provided, then click 'Sign In' (shown below in **GREEN**)
- If you have **NOT** previously signed up for MyMFT, please click 'Sign up now' (shown below in **RED**)

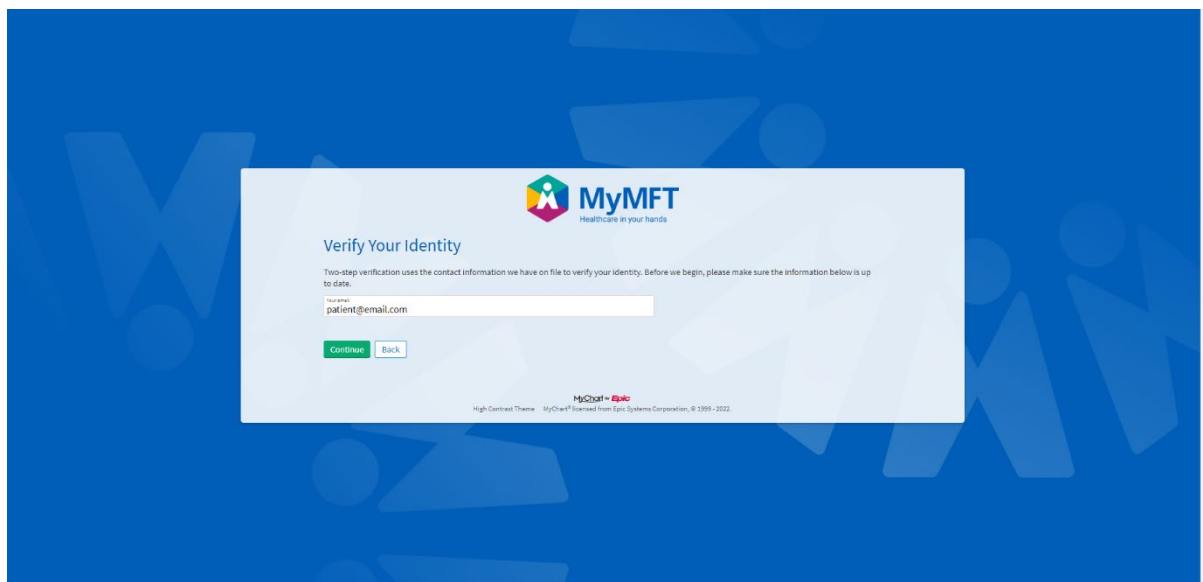
- **PATH 1:** If you have a MyMFT activation code, please enter this data below, then click 'Next' (shown below in **YELLOW**). Further instructions are available below.
To find your NHS number, please [click here](#).
- **PATH 2:** If you do **NOT** have a MyMFT activation code, please select 'Sign up online' (shown below in **RED**). Once this is completed, please [click here](#) to continue with this guide.

PATH 1: 'I HAVE AN ACTIVATION CODE'

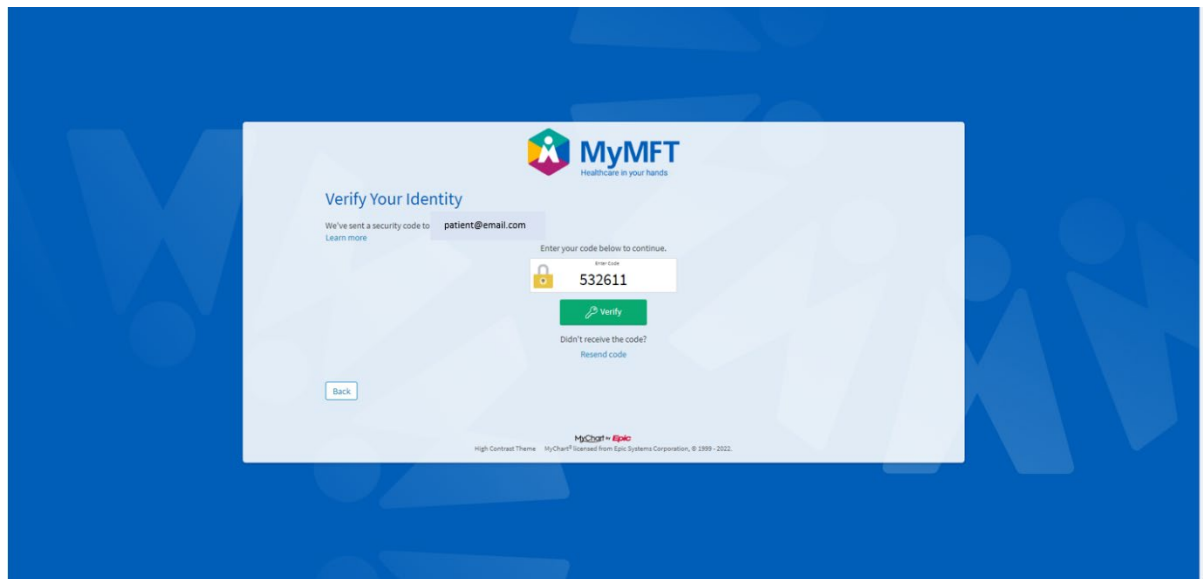
- You will now be prompted to set up Two-Step Verification on your account. Before clicking 'Continue', please ensure that you have an easily accessible personal email address that you can use to complete this process. Once this has been done, please click 'Continue' to proceed.



- Depending on our records, you may find that your email address is listed on the following screen. If not, then please enter your preferred email address here and click 'Continue'.
- If an email address is present, please double check that this is both up to date and correct, then click 'Continue'.



- A unique 6-digit code will now be sent to your nominated email account. Please note down and enter this code on the following screen.
- Once this step has been completed, please skip ahead to the section of this guide marked [‘Next Steps: Suitable for All’](#).



PATH 2: 'I DO NOT HAVE AN ACTIVATION CODE'

Sign up for MyMFT

Follow these steps to sign up for a MyMFT account.

- Enter your personal information.
- Verify your contact information.
- Choose a username and password.

Please provide as much information as possible so we can link to your patient record at Manchester University NHS Foundation Trust.

If there is a problem matching your details to our records our staff will need to verify your identity. Please access www.nhs.uk/nhs-services/online-services/find-nhs-number to find your NHS number. You will also be able to find it on the homepage of the MyNHS app if you've downloaded it to your phone and set it up.

We recommend that you add mymft-donotreply@mft.nhs.uk to your contact or safe-senders list to avoid missing any e-mail notifications. Please ensure you check your Junk folder if you are expecting an email but cannot see it in your Inbox folder.

If you have any questions, please contact us at 0161 529 6000.

* Indicates a required field

Name

Forename Middle name Surname

Address

Country

Street Address

Town/City County

Postcode

Other Information

Date of birth

Legal Sex

Female Male X

Email address Verify email address

Last four digits of NHS No.

As a spam prevention measure, complete the CAPTCHA below.

☐ I'm not a robot

Next

Download on the App Store GET IT ON Google Play

Interoperability Guide FAQs Privacy Policy Terms and Conditions High Contrast Theme

MyChart by epic

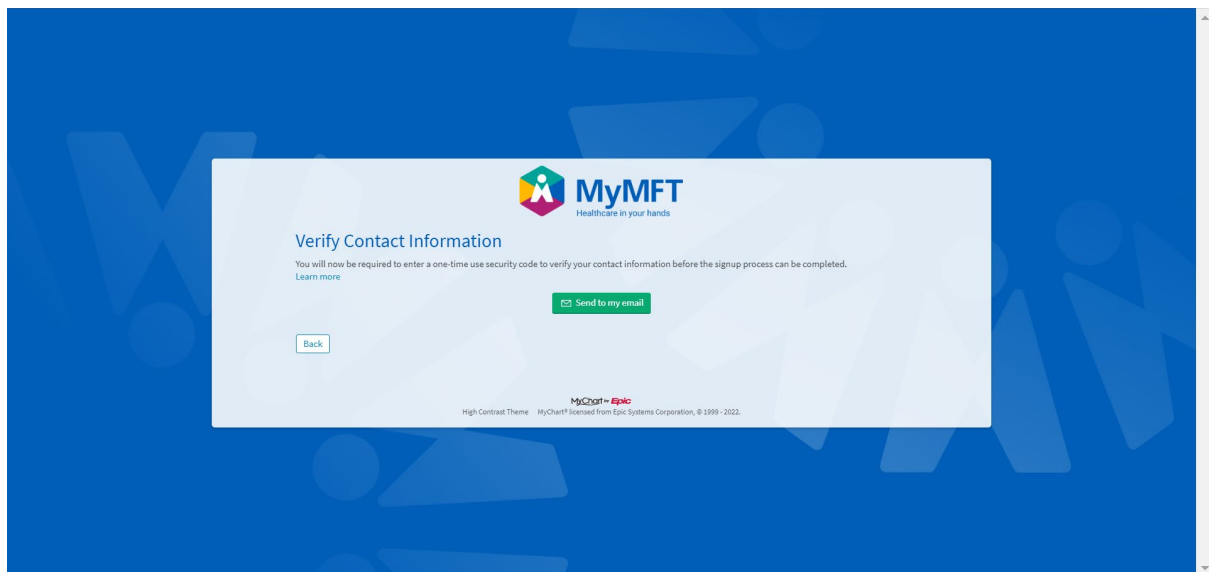
- Fill out the requested information and select 'Next'. To find your NHS number, please [click here](#).

NEXT STEPS (SUITABLE FOR ALL)

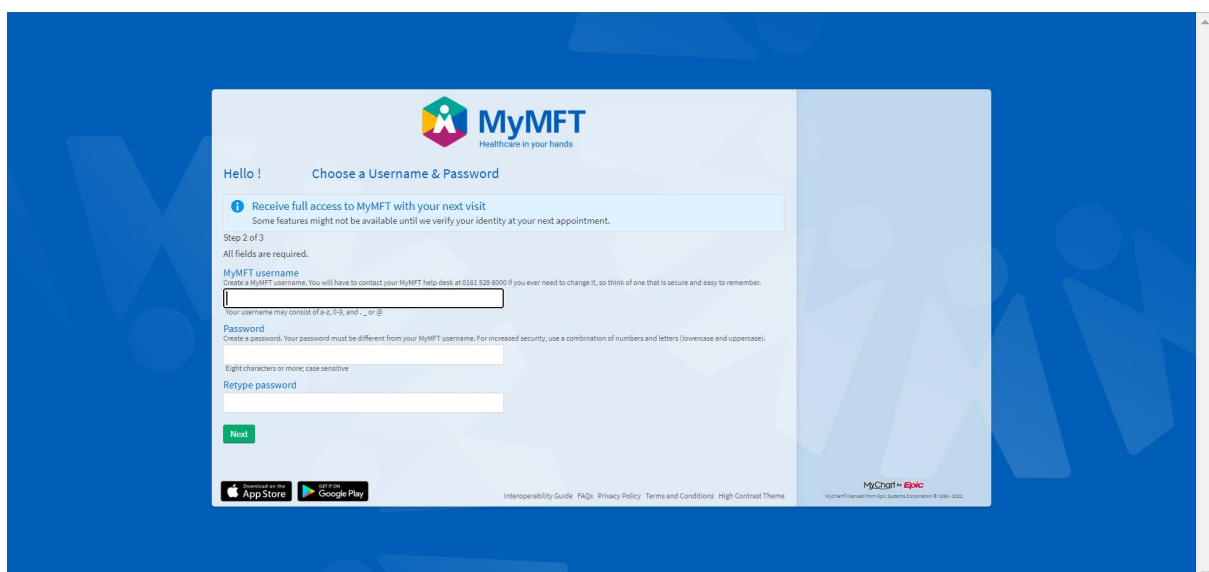
- Regardless of whether you signed up with an activation code or not, the following steps will now be the same.
- You'll now need to verify your email address. Upon clicking the green 'Send to my email' button, a verification code will be sent to the email address you specified earlier in the sign-up process. You'll then have ten minutes to input this code into the MyMFT sign up screen that appears.

Please note: Your verification code may take a few minutes to arrive. Please DO NOT click the 'Send to my email' button more than once, as this will generate multiple codes, which may delay the sign up process.

If you have accidentally requested your verification code multiple times, please enter the final, most recently received code only.



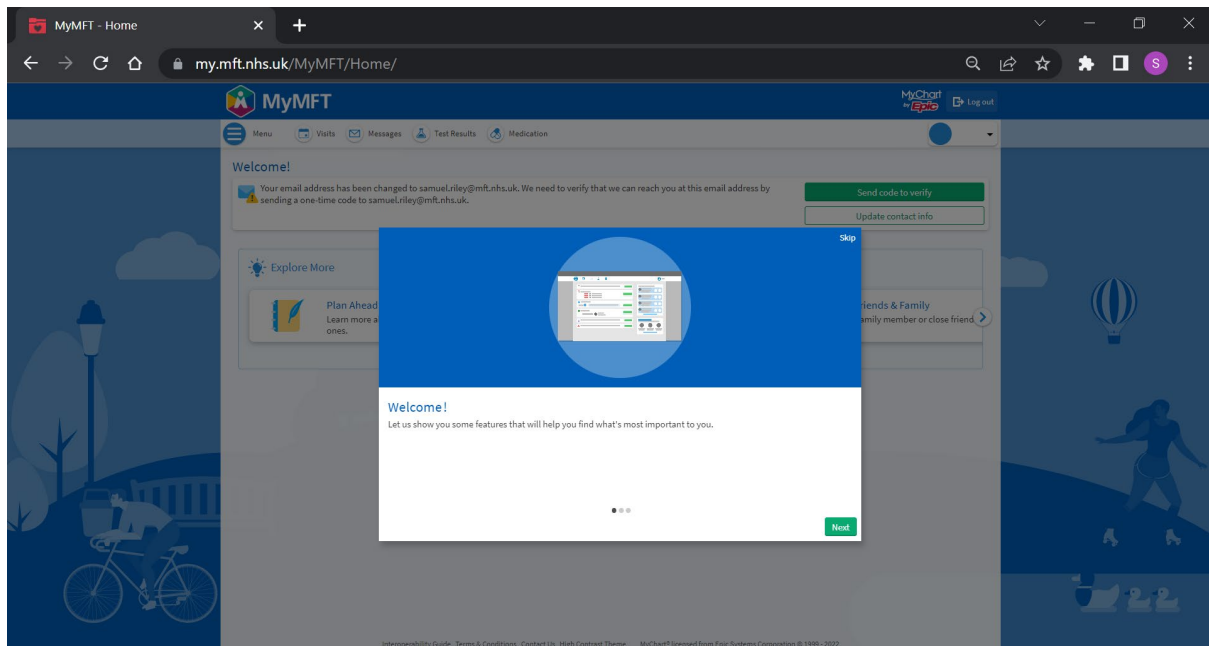
- Once your email address has been verified, you will be asked to choose a Username & Password for your MyMFT account.



- You will then be asked to select your notifications preferences (i.e. whether to receive phone or email alerts etc.)

- You will now be asked to read and accept the MyMFT Terms and Conditions of use. Once these are accepted the sign-up process will be complete and you will be taken to your account. You may be asked to sign in to the account at this point.

- You will now be prompted to read three short messages, welcoming you to the MyMFT portal and providing some brief tips on how to navigate the page(s).



Signing up using a mobile phone or tablet device

Reminder: MyMFT belongs to a family of healthcare portals used by NHS Trusts throughout the country. All of these portals are accessed through the same app, called 'MyChart'. You can recognise MyChart by its logo, featuring a heart on a red folder:



MyChart app Logo

- To start, you will need to download 'MyChart' from your device's app store. Depending on the make of your phone or tablet, this may be the 'App Store' or the 'Google Play Store'.
- Alternatively, please click one of the following links to be taken directly to the relevant product page for your device.

[Apple App Store \[Link\]](#)



App Store Logo

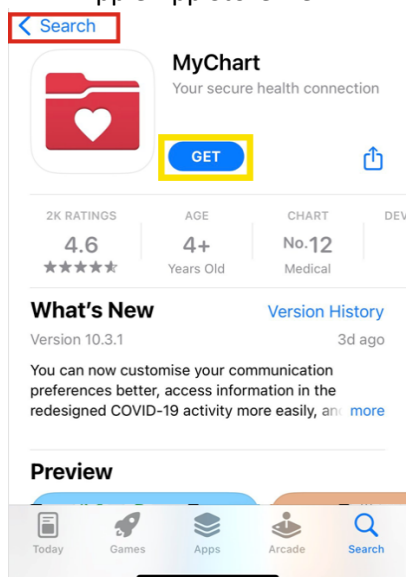
[Google Play Store \[Link\]](#)



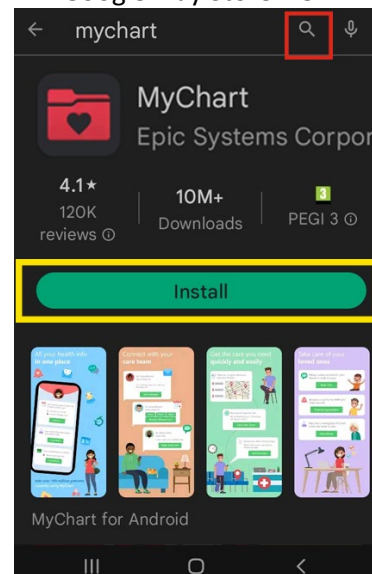
Google Play Logo

- Using the app store's search function (shown below in **RED**), enter the keyword 'MyChart', and select the relevant result. If you are unsure which option to select, please see the visual reference below. Once this has been done, please click 'Install / Get' (shown below in **YELLOW**).

Apple App Store view



Google Play Store view



- Once the app has finished downloading, please open it. Read and accept the End User License Agreement that appears in order to continue.
- At this point, MyChart may request to use your device's location data. This is done to help suggest nearby healthcare providers.
- On the next page that appears, you will be asked to choose which NHS Trust and associated app you would like to use. Please enter 'Manchester University NHS Foundation Trust', or 'MyMFT' in the search bar (shown below in **RED**) or scroll down and select this same option from the list provided (shown below in **YELLOW**).

Application End User License Agreement

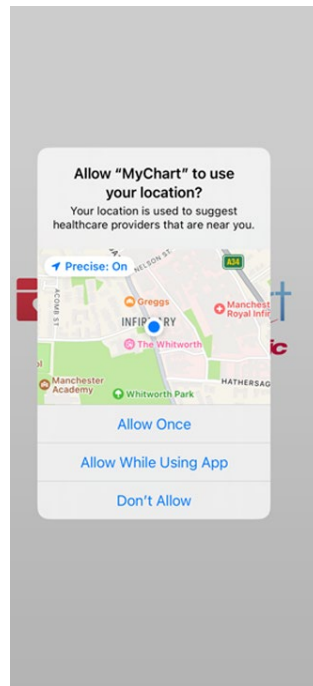
This end user license agreement (this "Agreement") is a legal agreement between Epic Systems Corporation ("Epic") and you ("You") governing Your installation and use of the mobile version of the Epic application entitled "MyChart" (the "App"), which App is provided to you by Epic on behalf of Your healthcare provider ("Your Provider"). The App enables end users to access, review and use data made available by Your Provider. Nothing in this Agreement gives You any right or license to the web-based version of Epic's MyChart application, which is governed by a separate agreement between You and Your Provider. All access to and use of the App is subject to the terms of this Agreement.

Please carefully read this Agreement. By clicking the "Accept" button or by continuing to use the App, You acknowledge that you have read, understand, and accept the terms of this Agreement. If You do not accept the terms, then do not use the App and remove the App from Your device. If You do not agree to the terms of this Agreement, You may not use the App.

Epic reserves the right, at any time, to modify the functionality of the App or the terms of this Agreement by making such modification available on the App or by providing other notice to you. Any modification will be effective immediately upon posting on the App or such other notice. If you do not approve of the modifications, you may terminate this Agreement at any time as set forth in Section 11. If You do not terminate this Agreement, You will be deemed to have agreed to such modification through your continued use of the App.

ARBITRATION NOTICE; CLASS WAIVER; WAIVER OF TRIAL BY JURY. THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION IN SECTION 17

Accept



- You will now be prompted to sign in to the app. If this is your first time accessing MyMFT, and you do not have a MyMFT username and password then please select the 'Sign Up' option (shown below in **YELLOW**)
- You will now be asked to identify yourself so that the app can match your details with your hospital medical records. Please note that there are slightly different steps for patients who have a MyMFT activation code (received as part of a recent appointment, or by post/ email), and those that do not.

- **PATH 1:** If you have a MyMFT activation code, please enter this data below, then click 'Next'. Further instructions are available below.
- **PATH 2:** If you do **NOT** have a MyMFT activation code, please select 'Sign up online' (shown below in **YELLOW**). Once this is completed, please [click here](#) to continue with this guide.

The screenshot displays the MyMFT Sign Up interface. On the left is a mobile app preview, and on the right is the web form. The mobile app shows a 'Sign up' button highlighted with a yellow box. The web form is titled 'Please Identify Yourself' and includes fields for 'MyMFT activation code', 'NHS Number (last 4 digits)', and 'Date of birth'. A 'Sign up online' link is highlighted with a yellow box under the 'No Activation Code?' section. A green 'Next' button is at the bottom of the form.

MyChart by Epic Switch organisations

Sign Up Close

Please Identify Yourself

Step 1
All fields are required.

MyMFT activation code
Enter your activation code as it appears on your enrolment letter or After Visit Summary. Your code is not case sensitive.

xxxxxx - xxxxxx - xxxxxx

No Activation Code? **Sign up online**

NHS Number (last 4 digits)
nnnn

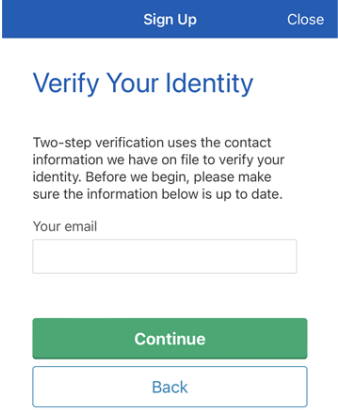
Date of birth
Enter your date of birth in the format shown, using 4 digits for the year.
dd / mm / yyyy

Next

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PATH 1: 'I HAVE AN ACTIVATION CODE'

- You will now be prompted to set up Two-Step Verification on your account. Before clicking 'Continue', please ensure that you have an easily accessible personal email address that you can use to complete this process. Once this has been done, please click 'Continue' to proceed.
- Depending on our records, you may find that your email address is listed on the following screen. If not, then please enter your preferred email address here and click 'Continue'.
- If an email address is present, please double check that this is both up to date and correct, then click 'Continue'.
- A unique 6-digit code will now be sent to your nominated email account. Please note down and enter this code on the following screen.
- Once this step has been completed, please skip ahead to the section of this guide marked '[Next Steps: Suitable for All](#)'.



Sign Up Close

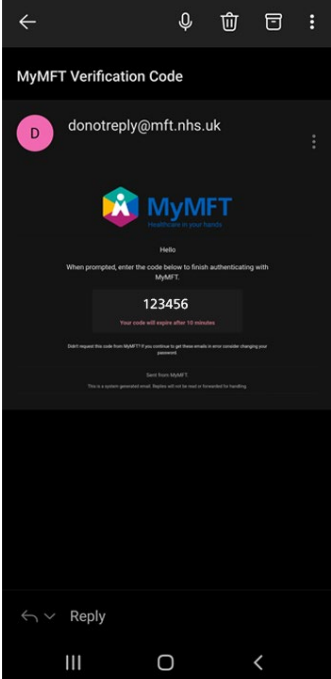
Verify Your Identity

Two-step verification uses the contact information we have on file to verify your identity. Before we begin, please make sure the information below is up to date.

Your email

Continue

Back



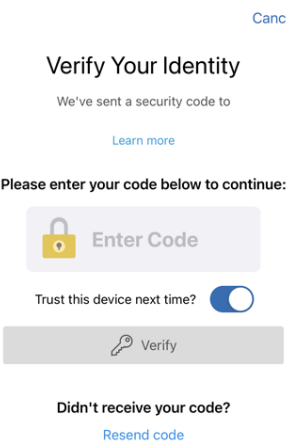
MyMFT Verification Code

donotreply@mft.nhs.uk

MyMFT

123456

Reply



Cancel

Verify Your Identity

We've sent a security code to

[Learn more](#)

Please enter your code below to continue:

Enter Code

Trust this device next time? ☒


Verify

Didn't receive your code?

[Resend code](#)

PATH 2: 'I DO NOT HAVE AN ACTIVATION CODE'

- Fill out the requested information and select 'Next'. To find your NHS number, please [click here](#).

Sign Up	Close	Sign Up	Close	Sign Up	Close
<p>Sign up for MyMFT</p> <p>Follow these steps to sign up for a MyMFT account.</p> <ul style="list-style-type: none"> Enter your personal information. Verify your contact information. Choose a username and password. <p>Please provide as much information as possible so we can link to your patient record at Manchester University NHS Foundation Trust.</p> <p>If there is a problem matching your details to our records our staff will need to verify your identity. Please access www.nhs.uk/nhs-services/online-services/find-nhs-number to find your NHS number. You will also be able to find it on the homepage of the MyNHS app if you've downloaded it to your phone and set it up.</p> <p>We recommend that you add mymft-donotreply@mft.nhs.uk to your contact or safe-senders list to avoid missing any e-mail notifications. Please ensure you check your Junk folder if you are expecting an email but cannot see it in your Inbox folder.</p> <p>If you have any questions, please contact us at 0161 529 6000.</p> <p>* Indicates a required field</p> <p>Name</p> <p>Forename *</p> <p>Middle name</p> <p>Surname *</p> <p>Address</p> <p>Country *</p> <p>England</p> <p>Street Address *</p> <p>Town/City *</p> <p>County</p> <p>Postcode</p>		<p>Postcode *</p> <p>Other Information</p> <p>Date of birth *</p> <p>Legal Sex *</p> <p>Female Male X</p> <p>Email address *</p> <p>Verify email address *</p> <p>Last four digits of NHS No. *</p> <p>As a spam prevention measure, complete the CAPTCHA below.</p> <p><input type="checkbox"/> I'm not a robot </p>			

NEXT STEPS (SUITABLE FOR ALL)

- Regardless of whether you signed up with an activation code or not, the following steps will now be the same.
- You'll now need to verify your email address. Upon clicking the green 'Send to my email' button, a verification code will be sent to the email address you specified earlier in the sign-up process. You'll then have ten minutes to input this code into the MyMFT sign up screen that appears.

Please note: Your verification code may take a few minutes to arrive. Please DO NOT click the 'Send to my email' button more than once, as this will generate multiple codes, which may delay the sign up process.

If you have accidentally requested your verification code multiple times, please enter the final, most recently received code only.

- Once your email address has been verified, you will be asked to choose a Username & Password for your MyMFT account.
- You will then be asked to select your notifications preferences (i.e. whether to receive phone or email alerts etc.)

Sign UpClose

Verify Your Identity

We've sent a security code to [Your email address].
[Learn more](#)

Enter your code below to continue.

Enter Code

Verify

Didn't receive the code? Sometimes these can take a few minutes to arrive and may also have been filtered into a Junk folder so please check there first. If after a few minutes you still can't find this you can click below to generate and send a new code. Please note that the system will only then accept the new verification and not the old one if it has taken some time to arrive.

[Generate and send a new code](#)

Back

Sign UpClose

Hello, [Name] ! Choose a Username & Password

Step 2 of 3
All fields are required.

MyMFT username

Your username may consist of a-z, 0-9, and . _ or @

Password

Eight characters or more; case sensitive

Retype password

Next

Sign UpClose

Step 3 of 3

Enable email notifications?
When new information is available (such as test results or messages), we will send a notification to your email address.

YesNo

Email address

Example: chris@company.com

Retype email address

Enable text message notifications?
When new information is available (such as test results or messages), we will send a text notification to your mobile phone.

YesNo

Sign in

- You will now be asked to read and accept the MyMFT Terms and Conditions of use. Once these are accepted the sign-up process will be complete.
- If you have not been automatically signed in to you new account, please do so now. Here, you will be prompted to allow or disallow push notifications from the app. These notification settings can be changed again within the app itself.

Sign UpClose

Welcome!

You can now log in with your new Username and Password.

OK

"MyChart" Would Like to Send You Notifications

Notifications may include alerts, sounds and icon badges. These can be configured in Settings.

Don't AllowAllow

- Now that you're signed in, you'll be prompted to read three short messages, welcoming you to the MyMFT portal and providing some brief tips on how to navigate the page(s). Click through these to learn more about MyMFT, its features and options.

