

4 Easy Steps to Submit Entrance Requirements through MyChart

1. Establish MyChart account with unique access code emailed to your my.wheaton.edu email account.*
2. Open Message called “Wheaton College SHS Entrance” in MyChart.**
3. Reply to Message and you will be able to attach a picture of the required entrance paperwork.
Note: You can attach up to 3 files. The allowed file types are BMG, JPEG, JPG, PDF, PNG, TIF, TIFF, 3GP, 3GPP, AVI, MOV, MP4, MPEG, MPEG4, MPG, WMV. The maximum file size is 2.93 MB for images & PDFs.
4. SHS nursing staff will communicate back and forth in this messaging system about any missing data until you are complete.
***easiest if using MyChart App: MyNM**

* There is a wait time of 1-2 business days for SHS office processing before you may proceed to Step 2. Please keep in mind that during the summer, our office has reduced hours and processing time may be delayed.

** If you have not received this message to your MyChart account after 2 business days from establishing your account, please email student.health.services@wheaton.edu to request an “initial entrance message” to be sent to your MyChart.

Please let SHS know if you are having any issues establishing your MyChart account or uploading your paperwork – we are happy to help!

- **Wheaton College SHS is associated with Northwestern Medicine for MyChart access only.**