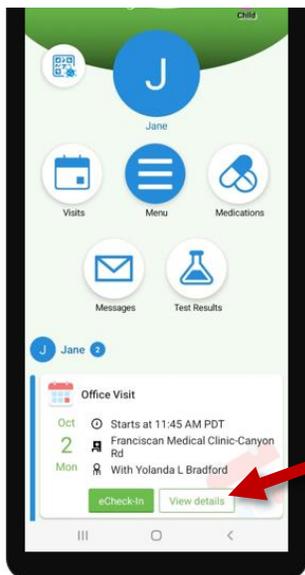# Activate Appointment Arrival in the MyChart App and Check Yourself In for Appointments

Appointment arrival is a great new feature in MyChart, which can use your phone's location to detect when you have arrived at the clinic for your appointment. When you get to the clinic, MyChart will display a notification on your phone, asking you to confirm your arrival.
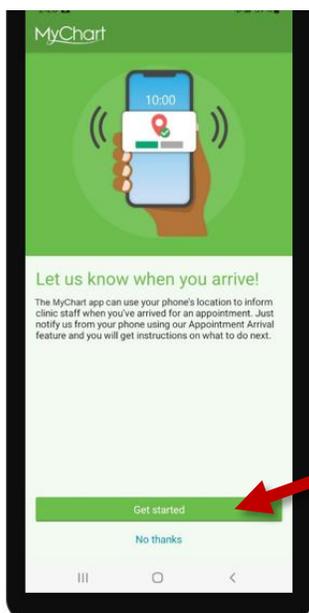
This will let our front desk staff know that you have arrived! If you have outstanding check-in tasks, you will be directed to the front desk. But, if you completed eCheck-in and don't have any outstanding check-in tasks, you will be directed to skip the front desk completely.

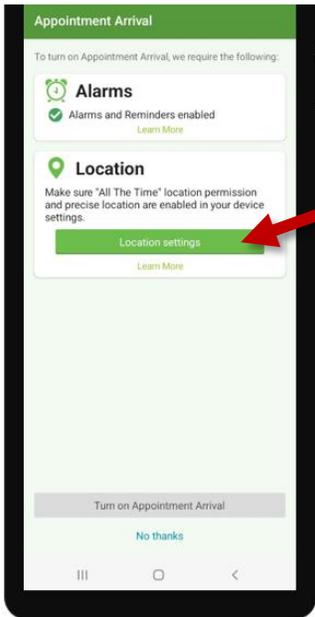## If you are scheduled for an appointment soon…

MyChart will prompt you to set up Appointment Arrival when you look at the details of an upcoming appointment. If you don't have an upcoming appointment, skip to the next section "*Alternatively, activate from the MyChart Menu*".
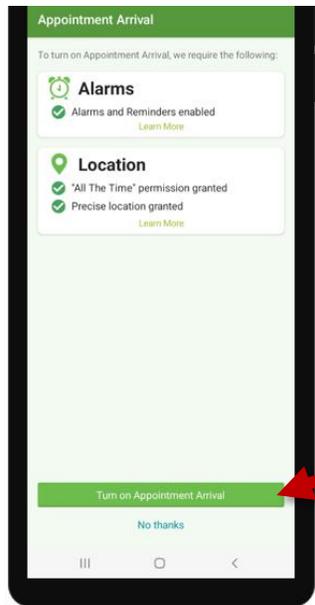

1. Open the MyChart app.
2. On the homepage, find your next appointment and tap **View Details**.

3. You should see a page asking you to set up Appointment Arrival, tap *Get Started*.
   a. If you don't see this page, skip to the next section "*Alternatively, activate from the MyChart Menu*".

4. The MyChart app needs permission to detect you location, so it will know when you are at the clinic. Tap the **Location Settings** button.
5. This will take you to your phone's location permissions. Please grant the MyChart app location permissions set to "All the time" or "Always" (depending on the device you use).
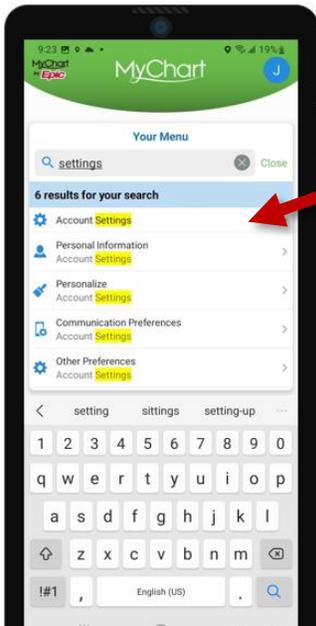
6. Return to the MyChart app and tap **Turn on Appointment Arrival**.

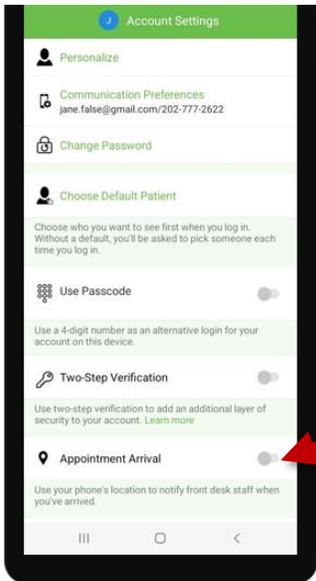## Alternatively, activate from the MyChart Menu

If you do not have and upcoming appointment or you want to set up Appointment Arrival at a later time, you can activate it through the MyChart Menu.
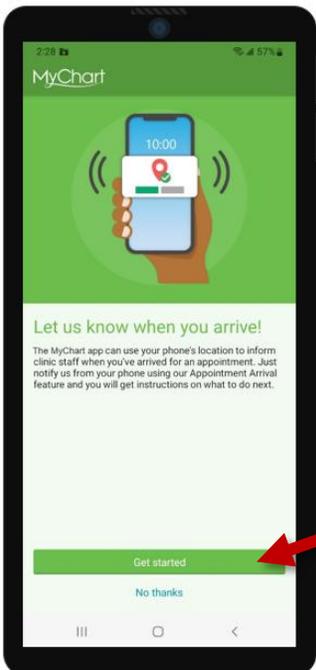
1. Open the MyChart app.
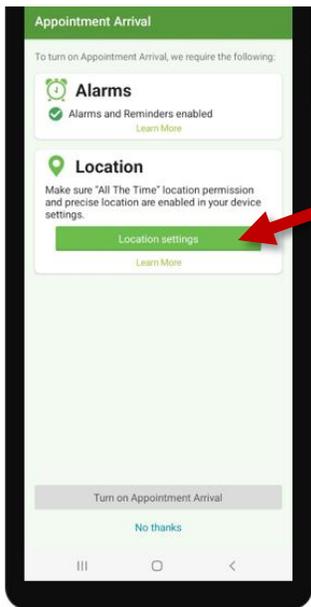2. On the homepage, tap **Menu**.

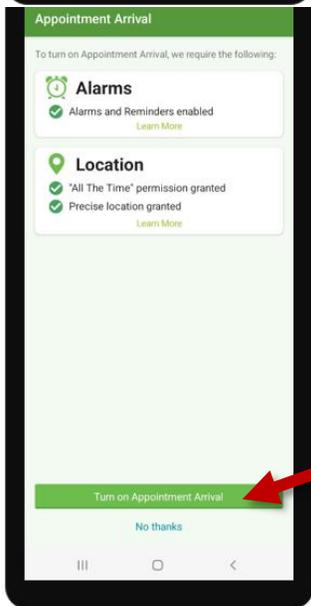3. Search from "settings" and select **Account Settings.**

4. Tap the **Appointment Arrival** option.

5. You should see a page asking you to set up Appointment Arrival, tap **Get Started**.

6. The MyChart app needs permission to detect you location, so it will know when you are at the clinic. Tap the **Location Settings** button.
7. This will take you to your phone's location permissions. Please grant the MyChart app location permissions set to "All the time" or "Always" (depending on the device you use).

8. Return to the MyChart app and tap **Turn on Appointment Arrival**.

What's Next?

- When you get to the clinic for your next appointment, MyChart will display a notification on your phone
- Tap the notification, log into MyChart and tap I'm here to let us know you have arrived
- MyChart will tell you if you need to go to the front desk or if you can take a set and wait to be called.