

# YOUR PREFERENCES

## How To Update Your Preferences On The Patient Portal

This is where you can change your password, update the email address where you get Patient Portal notifications, manage email preferences, and choose which person's healthcare appears first on the Patient Portal if you have a healthcare proxy account.

Select > **Preferences** from the center-bottom of home page of your Patient Portal.

**Please Note!** If you would like to update the email address in your medical record, please Select > **Profile** at the top-right of your Patient Portal homepage. Changing your email address here in **Preferences** DOES NOT change the email address in your medical record. You must do that in a separate step in **Profile**.

### 1. Select > **Preferences**

The screenshot shows the St. Peter's Patient Portal homepage. At the top, there is a dark green header with the St. Peter's logo and the text "St. Peter's Patient Portal". To the right of the header are links for "Log Off" and "Change Person". Below the header is a row of six colorful icons representing different portal features: Messages (blue), Health Record (green), Medications (teal), Appointments (orange), Billing (green), and Profile (purple). Below the icons is a section titled "Announcements" with a message about the Pinwheel Pledge. Underneath is a section titled "Important Links" with a list of links: Patient Portal Help Sheets, Pay Your Bill Here, Visit the Hospital Website, Patient Access Survey, St. Peter's Hospital Charges, St. Peter's Clinic Charges, and Pinwheel Pledge Donation. At the bottom of the page, there are links for "Technical Support", "Preferences" (which is highlighted with a red box), and "Terms & Conditions". Below these links is the text "Licensed from Medical Information Technology, Inc."

## 2. Select > Update User Preferences

St. Peter's Patient Portal [Home](#) | [Log Off](#)

### Sugar Cookie's User Preferences

View your communication and Health Portal access preferences. Select 'Update User Preferences' to request a change to your communication preferences and default patient or 'Change Password' to reset your password. [Learn More](#)

**Communication Preferences**  
Email Address for Notifications: marjohnson@stpetes.org

**Email Preferences**  
You will receive Email notifications regarding Health Portal Features and Tips  
You will receive Email notifications regarding Health Portal System Updates

**Health Portal Access**  
You have access to the following patients:

- ALIBABA
- AMOK,RUN
- BELLE \*\*\*confidential
- Campbell,Soup
- MAKO SHARK
- Shark,Fancy
- SHARK,GREATWHITE
- Sugar Cookie (Your default patient)

[Update User Preferences](#)

[Change Password](#)

[Print](#)

St. Peter's Patient Portal [Log On](#)

### Sugar Cookie's User Preferences

Update your email address to receive Health Portal notifications. Notifications include alerts to new appointments, medications, messages, and results. [Learn More](#)

**Update Email Address**

Current email address: marjohnson@stpetes.org

Enter your new email address:

Re-enter your new email address:

Enter your password to confirm the updated email address:

**Update Default Patient**

Select the patient you prefer to see first when accessing the portal:

**Update Email Preferences**

I do not want to receive emails regarding Health Portal Features and Tips

I do not want to receive emails about Health Portal System Updates

[Do Not Submit. Return To User Preferences](#)

[Submit](#)



## Sugar Cookie's User Preferences

Change your Health Portal sign on password below. Select 'Do Not Submit' to exit the Change Password wizard without saving. [Learn More](#)

### Change Password

Password must:

- Contain no fewer than 4 character(s)
- Contain no more than 12 character(s)
- Contain no fewer than 2 numeric character(s)

Old Password

New Password

Confirm New Password

After clicking 'Submit', you must log off and back on again. You will not be allowed to continue until you do.

**Submit**

◀ [Do Not Submit.](#)  
[Return To User](#)  
[Preferences](#)