

You must sign up for MyChart in order to schedule your vaccine. This article provides instructions on self-signup for a MyChart account. Do not go to the vaccination clinic without an appointment.

If you have issues signing up for MyChart, contact Centralized Release of Information at (303) 467-4046 or (855) 821-0591.

Sign Up for MyChart

1. Go to the patient portal site <https://mychart.sclhealth.org/mychart/>
2. Click the **Sign Up Now** button



3. Click the **Sign Up Online** button on far right.



4. Fill out the **Sign Up for MyChart** demographics form.
5. Click the CAPTCHA.
6. Click the **Next** button.

You will be taken to another site for validation. Once Experian (the third-party verification system) has successfully validated your demographics, you will be asked a variety of questions based on your credit history.

5. Select the correct answer to the questions.
6. Click the **Next** button.

Once finished, you will be prompted to create a MyChart account. You can now log in with your new MyChart username and password. Once logged in, you should see the MyChart home page.

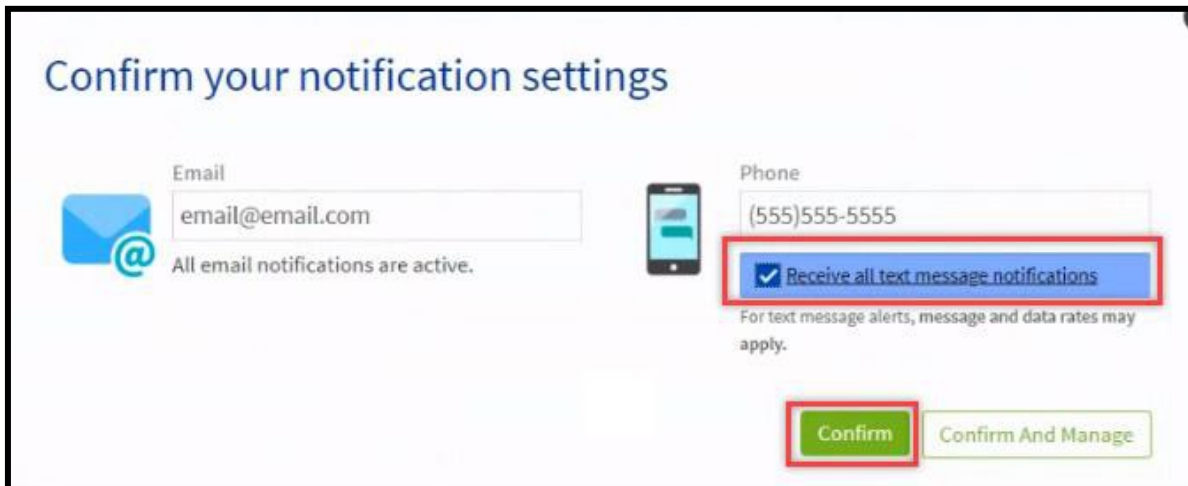
Scenarios where Self-Signup will not work

1. If you do not answer the Experian questions correctly.
2. If you do not have enough credit reporting questions available.
3. If you have your credit blocked from credit reporting agencies. You can unfreeze your credit if frozen, then unfreeze once you have created your MyChart account.
4. If you have been a target of fraud.
5. If you are a minor.
7. If you already have a MyChart account.

Add Notification Preferences

After logging in for the first time, you will see a pop-up box to add notification preferences.

1. Add/confirm email and phone number.
2. Check the box to receive text message notifications.
3. Click Confirm.



Confirm your notification settings

Email
email@email.com
All email notifications are active.

Phone
(555)555-5555

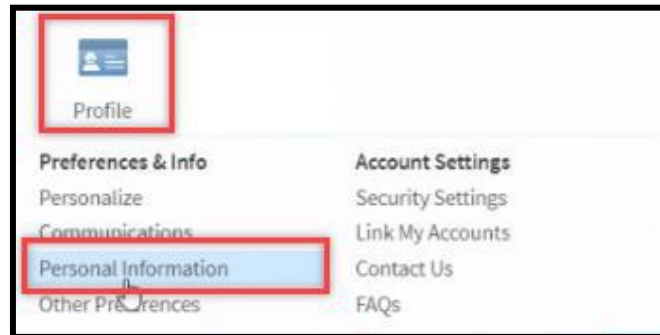
Receive all text message notifications
For text message alerts, message and data rates may apply.

Confirm Confirm And Manage

Add Information to Your Profile

Add details to your profile using the steps below.

1. Hover over the **Profile** tab.
2. Click **Personal Information**.

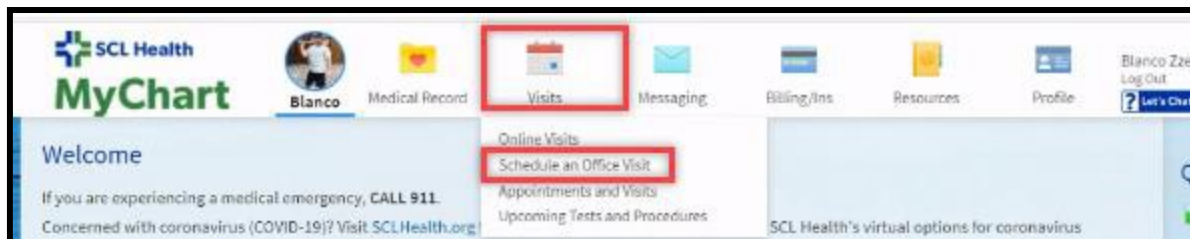


3. Click the **Edit** button in the **Details About Me** section.
4. Complete the demographic information.
5. Click **Save Changes**.

Schedule an Appointment in MyChart

Schedule your vaccination appointment within MyChart

1. Hover over the **Visits** tab.
2. Click **Schedule an Office Visit** from the drop down menu.



3. Click the Covid-19 Vaccine button.

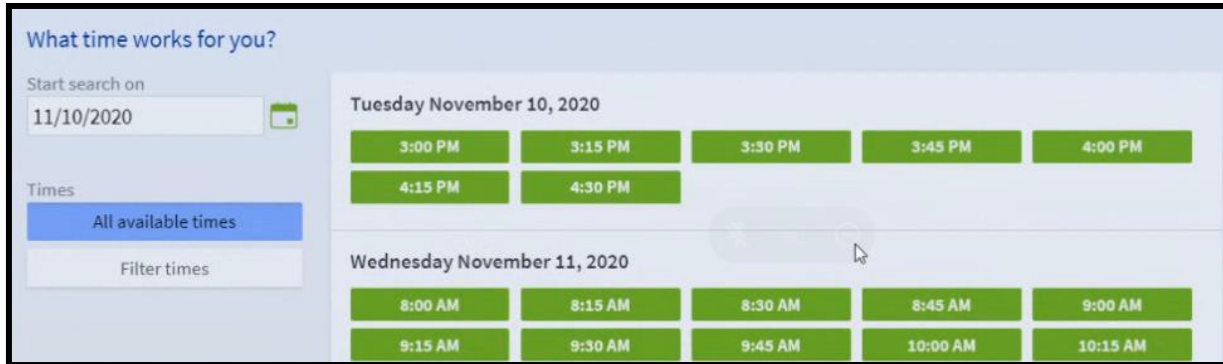


4. Complete the questionnaire.
5. Click **Continue**.

6. Select the location.

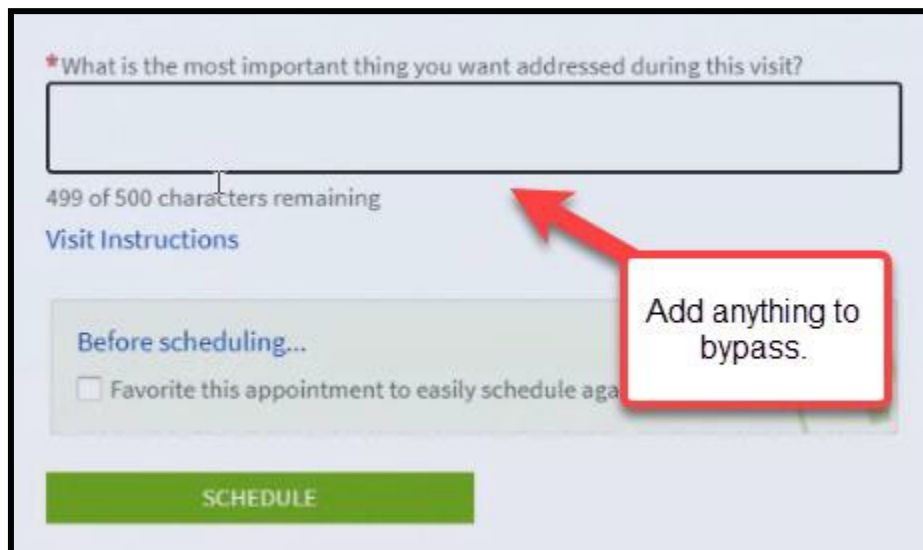
Note: You must schedule your appointment at your primary site of work.

7. Choose a date and time to your preference.



The screenshot shows a scheduling interface titled "What time works for you?". On the left, there is a "Start search on" field with the date "11/10/2020" and a calendar icon. Below it, under "Times", are two buttons: "All available times" (highlighted in blue) and "Filter times". The main area displays two dates: "Tuesday November 10, 2020" and "Wednesday November 11, 2020". For Tuesday, the available times are 3:00 PM, 3:15 PM, 3:30 PM, 3:45 PM, 4:00 PM, 4:15 PM, and 4:30 PM. For Wednesday, the available times are 8:00 AM, 8:15 AM, 8:30 AM, 8:45 AM, 9:00 AM, 9:15 AM, 9:30 AM, 9:45 AM, 10:00 AM, and 10:15 AM. Each time slot is represented by a green button.

8. Complete the question box with any information to bypass.



The screenshot shows a question box with the text: "*What is the most important thing you want addressed during this visit?". Below the question box is a text input field. Underneath the input field, it says "499 of 500 characters remaining". Below that, there is a section titled "Visit Instructions" with the text "Before scheduling..." and a checkbox labeled "Favorite this appointment to easily schedule aga...". At the bottom of the form is a green "SCHEDULE" button. A red arrow points from a red-bordered box containing the text "Add anything to bypass." to the text input field.

9. Click **Schedule**.

10. Verify on the confirmation screen that your appointment information is correct.