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.

6. 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.
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.

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

9. Click **Schedule**.

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