Getting Started on MyChart

Setting up a MyChart account for the first time: If your account is not activated during your hospital or office visit, please complete the following steps.

1. Sign in at [https://mychart.chsli.org](https://mychart.chsli.org)
2. Click the Sign Up Now button, which is directly below “New User?”:

   ![Image of MyChart login screen](image)

3. You will be prompted to complete the following fields:
   a. Enter your MyChart Activation Code (this alphanumeric code may appear on your After Visit Summary, paperwork you received at discharge or after office/clinic visit) or may be provided by staff
   b. Your Date of Birth and ZIP Code
4. You will be prompted to:
   a. Create a MyChart Username
   b. Enter a Password: 8–16 characters, 1 upper case, 1 lower case, 1 number and 1 special character
   c. Re-enter your Password
   d. Select a Security Question
   e. Provide the Secret Answer to your security question
5. Indicate whether you would like electronic notifications; if you answer Yes, enter the e-mail address you’d like notifications sent to:

6. If you have successfully completed the steps above, you will be prompted to Accept or Decline the Terms and Conditions. Please note that if you decline, you will be logged out of the system. Click the ‘Please do not show this page next time’ if you do not want to be prompted again.
If you require further assistance, please contact our MyChart Patient Service Desk at (631) 465-6100.