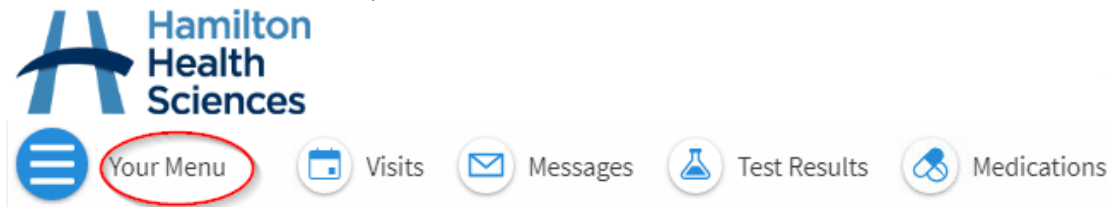# Tip Sheet – How to Enter my Personal Information in MyChart
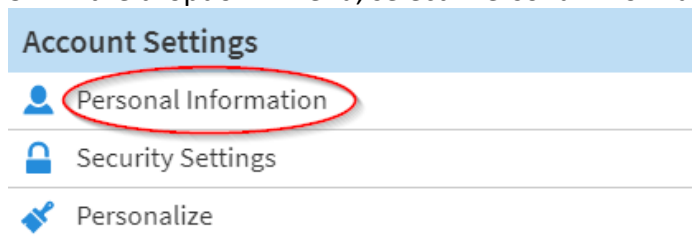
In MyChart you have the ability to add personal information about yourself, such as your race, ethnicity and primary language spoken. This tip sheet will explain how to enter this information in your MyChart account.
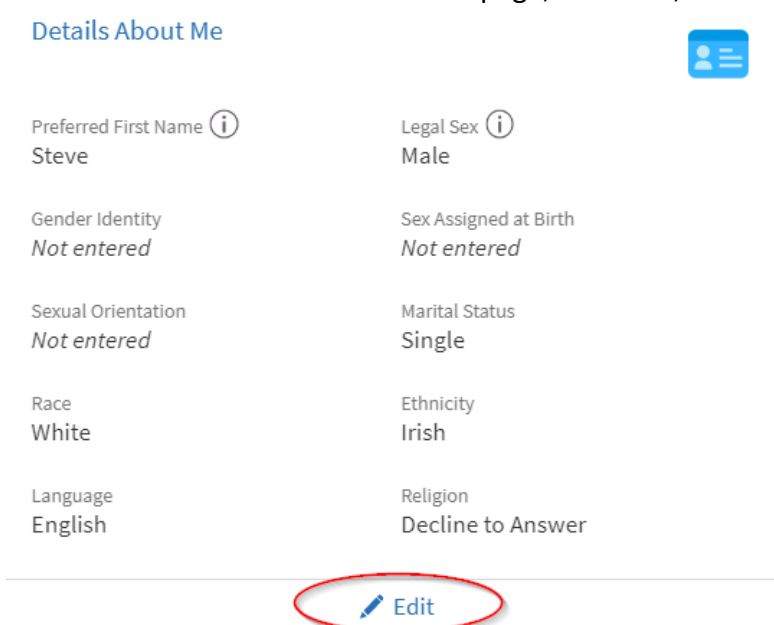
Try It Out

1. Log into your MyChart account.
2. On the Home Screen, click on "Your Menu"

Hamilton Health Sciences

☰ Your Menu 📅 Visits ✉ Messages ⚗ Test Results 💊 Medications

3. In the dropdown menu, select "Personal Information" found under the Account Settings heading.

Account Settings

👤 Personal Information

🔒 Security Settings

🖌 Personalize

4. On the Personal Information page, click **Edit**, under the "Details About Me" section.

Details About Me

Preferred First Name ⓘ	Legal Sex ⓘ
Steve	Male
Gender Identity	Sex Assigned at Birth
Not entered	Not entered
Sexual Orientation	Marital Status
Not entered	Single
Race	Ethnicity
White	Irish
Language	Religion
English	Decline to Answer

✏ Edit

5. Now you can enter/edit the personal information fields. Some fields are free text, such as entering your preferred first name. Other fields have dropdown menus with options to choose from.
6. **Edit/enter any personal information you would like to share with your care team at HHS.**

7. Be sure to click "Save changes" when you are done entering your personal information.

Ethnicity
Irish

Language
English

Religion
Decline to Answer

Save changes   Cancel

8. You can make changes to your Personal Information in MyChart at any time.

What will this information be used for?

At HHS, we are collecting demographic information from our patients to find out who we serve and what unique needs our patients have. We will also use this information to understand patient experiences and outcomes. **Responding to these questions is voluntary**. This information will be visible only to your health-care team and will be protected like all your other health information. We will not use your personal health information in research. However, for the purpose of research, we might aggregate your health information with data from all other clients, such that the information cannot be used to identify you, but is still helpful for research purposes.

Who can I contact if I have questions?

- Visit our HHS Website to find tip sheets and frequently asked questions about MyChart.
- If you need assistance you can email epicmychart@hhsc.ca, or you can call us at 905-521-2100 and ask for the Health Records department at the site you visit most often.
- You can also ask a member of your care team to edit these Personal Information fields in your chart, on your behalf.