

For First-time Users

1. Open your web browser that leads you to the Internet such as Internet Explorer, AOL, Mozilla, or Safari.
2. Type in the URL: www.CHADIS.com in the address bar. This will take you to the CHADIS homepage
3. Press the tab “For Families” located on the tool bar and click on “*New Users Register Here*” in the CHADIS Login box directly under the logo. This will take you to the Registration page in CHADIS
4. Under “New Users”, enter your invitation code
 - This code should be your doctor’s office telephone number with no parentheses, slashes, dashes or spaces.
 - If you try this number and it does not work, confirm the Invitation code with your doctor’s office
5. Enter your first name, last name and email address.
6. Create a password and enter it into the Password box
 - Your password must be at least 8 characters long, and contain at least one UPPERCASE letter and at least one number.
 - Example – Password1
7. Click “Register” to go to the next screen
8. After you have written down your Username and Password, press “login”
9. Click “Enroll a Child” and enter the requested information about your child
10. Select a doctor by choosing your doctor’s name
11. Choose a Visit Type:
 - If your child has a Regular checkup visit or Behavior or Development focused visit within the two weeks, please select the appropriate visit label and proceed to #12
 - If your child does not have one of these visits within the next two weeks, continue with your registration by selecting, “Initial Registration” and return to CHADIS when your appointment time is closer.
12. Complete questionnaires: To begin each questionnaire, click on the word “Begin” to the left of the questionnaire name and select “Save and Continue” when completed
 - If you are satisfied with your answers, click “Submit Now”.
 - If you have not finished the questionnaire, but need to stop, please select “Save and Quit” so that you can continue or restart the questionnaire at another time.
 - If you have not finished the questionnaire, but need to stop, please select “Save and Quit” so that you can finish the questionnaire at another time.
13. Complete this process for each questionnaire assigned.
14. When all assigned questionnaires have been completed, please logout.

Instructions for Assisting Parents

For Returning Users

1. Open your web browser that leads you to the Internet such as Internet Explorer, AOL, Mozilla, or Safari.
2. Type in the URL: www.CHADIS.com in the address bar. This will take you to the CHADIS homepage.
3. Press the tab “For Families” located on the tool bar and locate the CHADIS Login box directly under the logo.
4. Enter the username and password you created the first time you logged into CHADIS.
 - Typically your username is your email address
 - If you have forgotten your password, your doctor’s office can reset your password.
5. A list of questionnaires will appear that your doctor has assigned for your upcoming visit. To begin each questionnaire, click on the word “Begin” to the left of the questionnaire name and select “Save and Continue” when completed
 - If you are satisfied with your answers, click “Submit Now”.
 - If you have not finished the questionnaire, but need to stop, please select “Save and Quit” so that you can continue or restart the questionnaire at another time.
 - You may also restart or continue questionnaires that you have previously begun.
6. When all assigned questionnaires have been completed, please logout.