
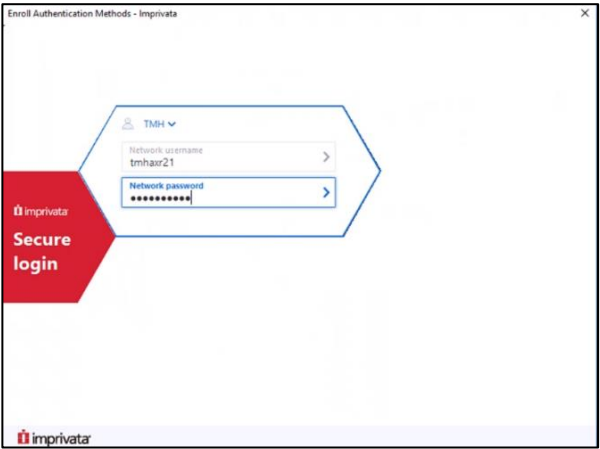
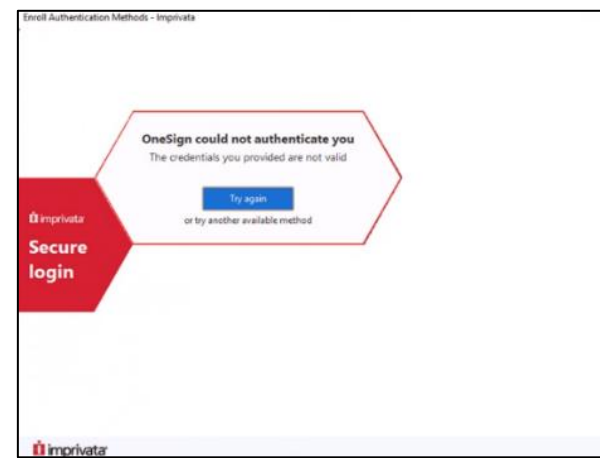


# Simplified Signon — How to Enroll Your Badge

It takes less than one minute.

- **Important:** For security reasons, don't step away until you complete registration.

<ul style="list-style-type: none"><li>• Tap your badge to the badge reader (small black box near your screen).</li><li>• On the next screen, click <b>OK</b>.</li></ul>	
<ul style="list-style-type: none"><li>• Enter your username and password. It populates with a previous person's username, so be sure to enter yours.</li><li>• The next screen shows your name. Click <b>Done</b>.</li><li>• Your badge is now enrolled.</li></ul> <p>If you use Epic, from now on, when you badge in, Epic will auto-launch without you needing to log in.</p> <p>To log off, just tap your badge. Be sure to log off when you leave the workstation.</p>	
<p>If you see this screen, call the IT Help Desk.</p>	

You can easily see if your shared workstations has MS Office and some don't. Your log-in screen will state whether you do.