

How to Register Your Badge

Step 1:

- Tap employee badge on the badge reader



Step 2: The display will indicate that your badge is unrecognized and asked if you want to register

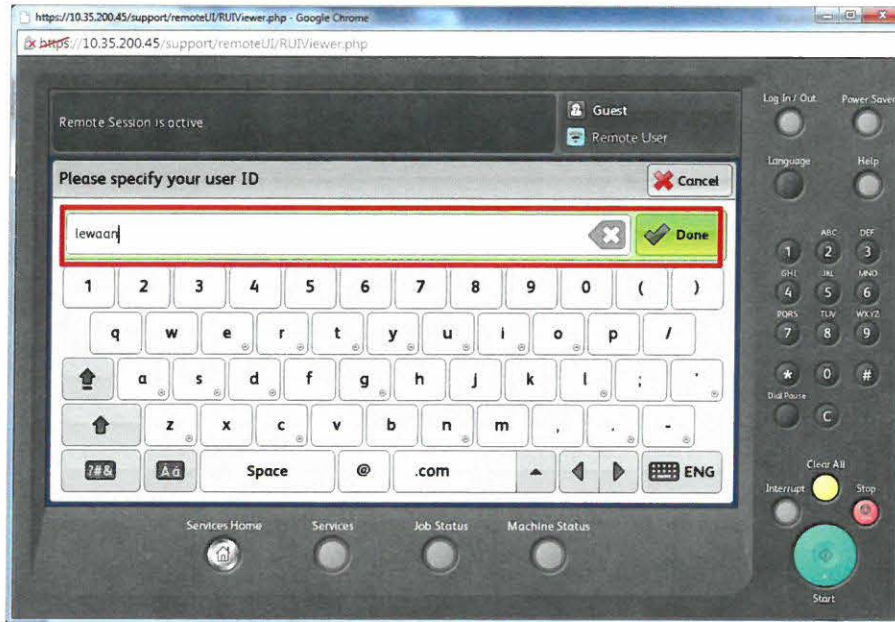
- Press [YES]



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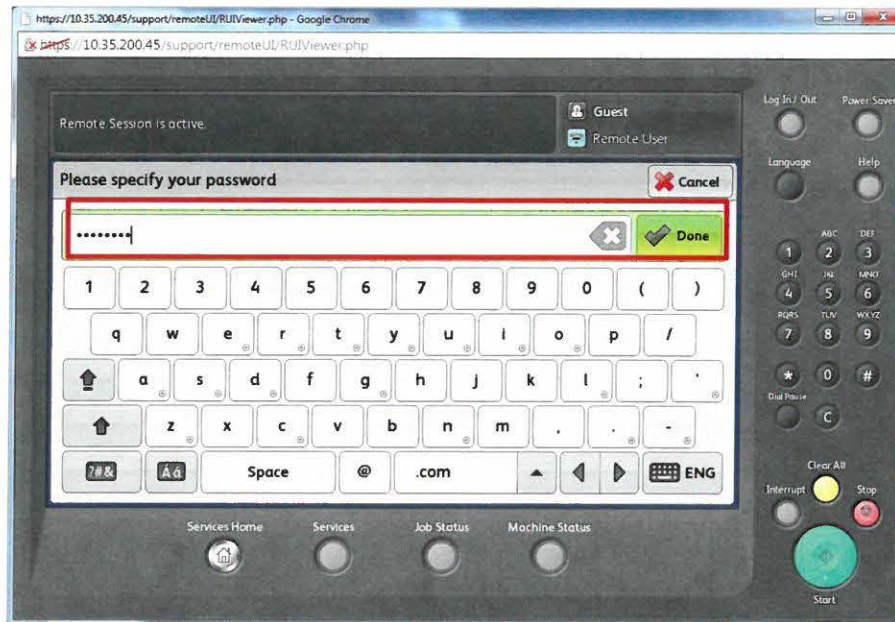
Step 3:

- Enter your **Windows** login **User ID** (the same ID that you enter to log in to your computer), press **Done**



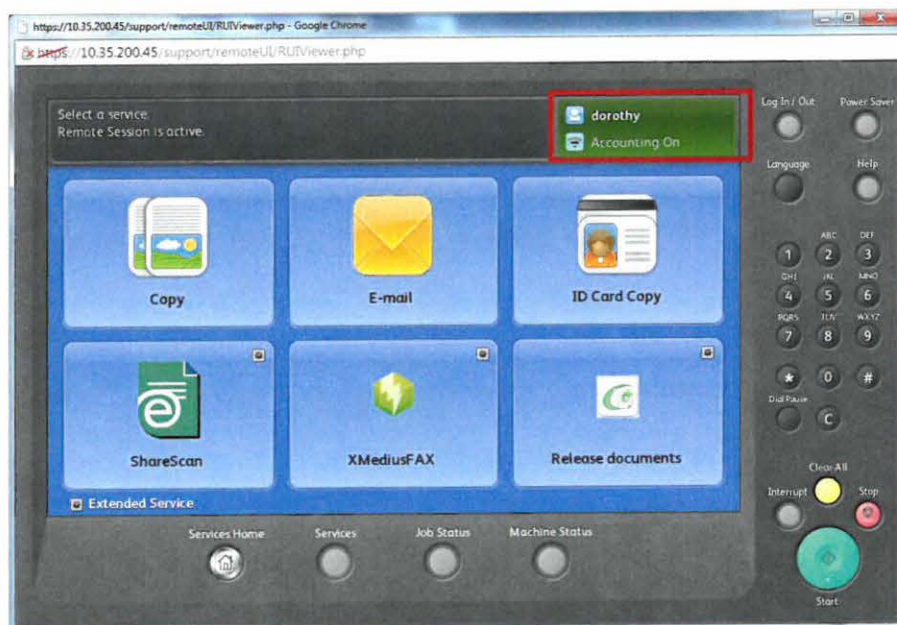
Step 4:

- Enter your **Windows** password, press **Done**



How to Register Your Badge

Your badge has been registered (your name will appear in the upper right corner of the touch screen)



To Log Out:

- Tap your badge once on the card reader

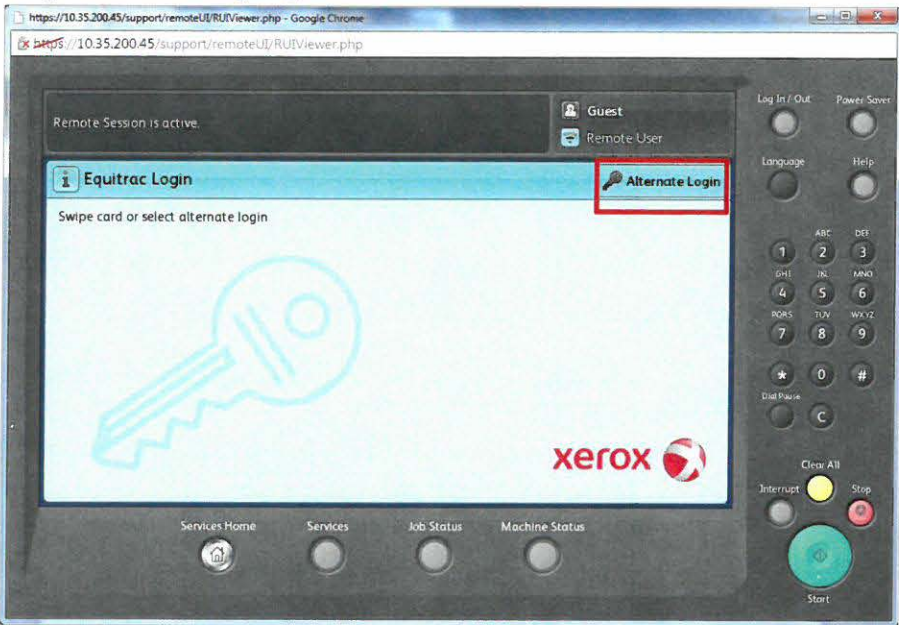
The next time you tap your badge at the machine it will not be necessary to follow these steps, you will be logged in automatically.

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Log In Tip:

Once you have registered your badge you can log in using your badge number which is located on the back of your badge

- Touch **[Alternate Log In]**



- Enter your **Badge number**, press **Done**