

Logging into a Kiosk that has a Tap and Go Card Reader

Version 1

This Job Aid provides guidance on how to log into a Kiosk workstation.

1 This is the Imprivata Login Screen



2 LICENSED USERS: Locate the card reader and scan your badge.

Note: If you have too many cards in your ID holder, your badge won't scan!



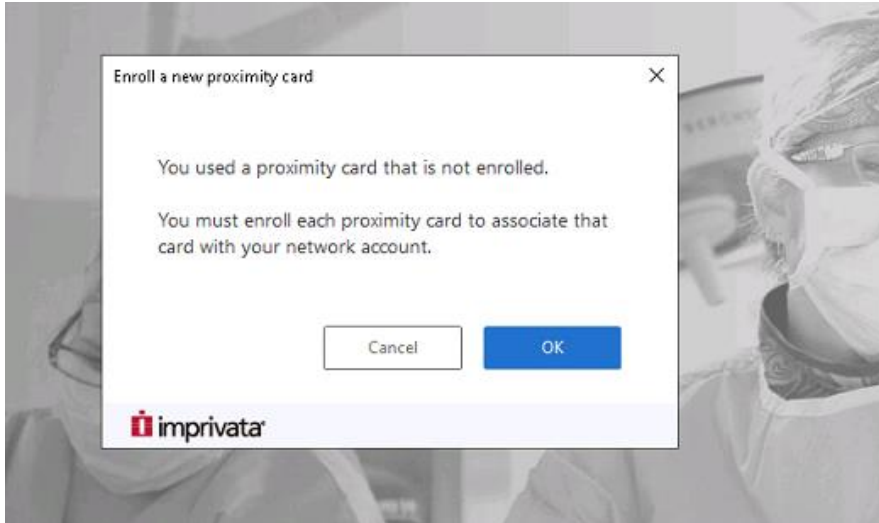
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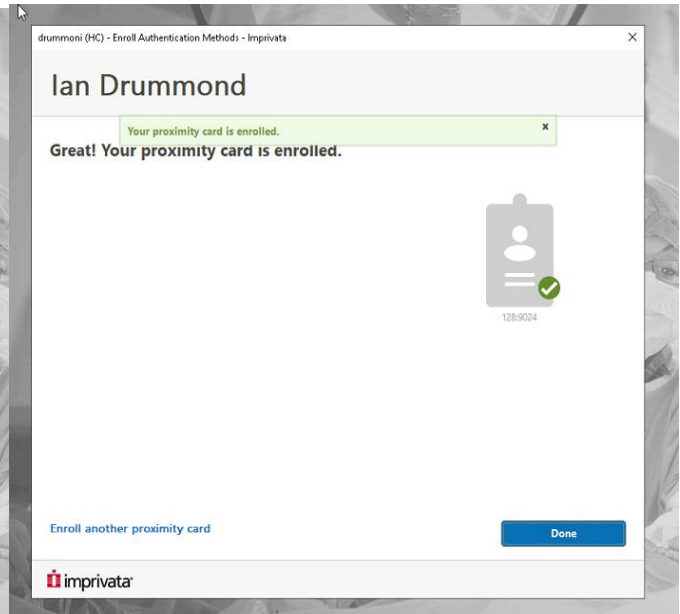
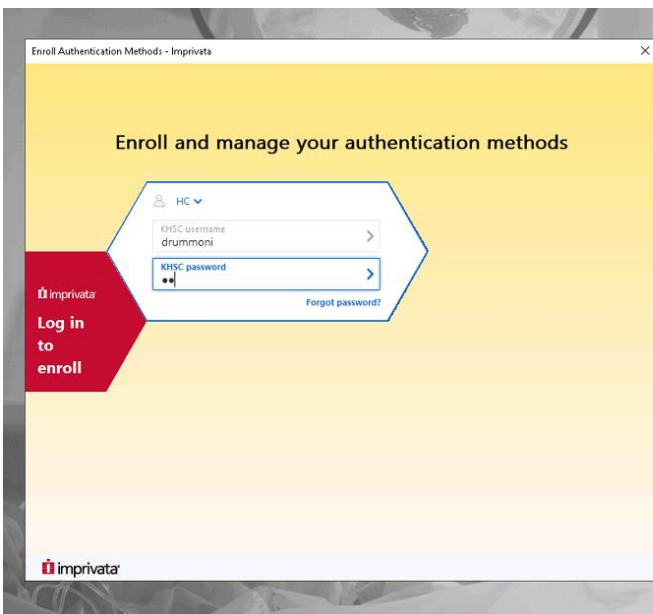
When you tap your badge for the first time, it will ask you to register your badge. Click OK. Note: Do NOT click “Cancel” or you will see an error screen.

If you do NOT see the image below, you are NOT a licensed user. Proceed to Step 6.



4

Enter your KHSC username and password and hit Enter. Note: This will only be required the first time you use Tap and Go.

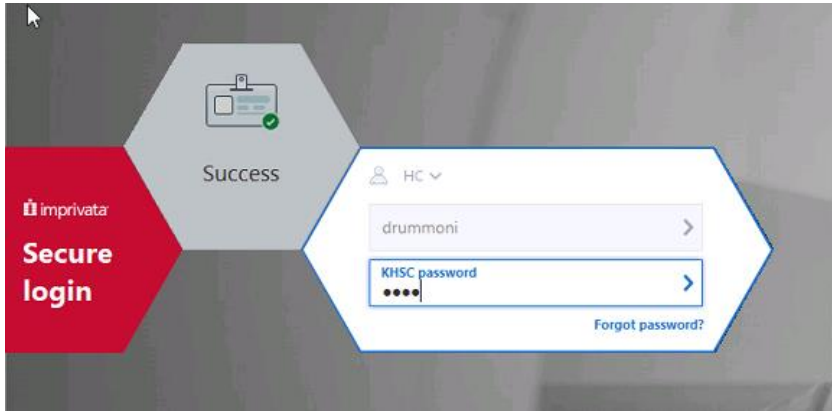


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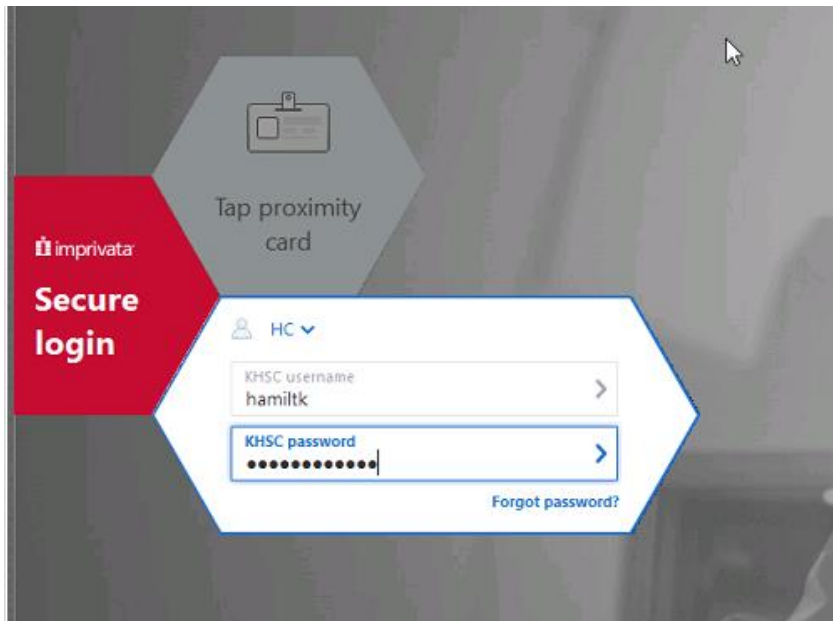
5

The next time you tap your badge, it will automatically put in your username. You must put in your password once every 6 hours.



6

NON-LICENSED USER, you must manually type your username and password every time (i.e. you **CANNOT** use your badge for access). Note: There will be no prompt to tell you this – you will simply need to do manual entry to get access.



7

You will now be on the kiosk desktop after logging in.