

New UCSF Tap & Go Enrollment Process

Background Information: UCSF Clinical Desktops are equipped with ID badge readers for fast and secure access to our Clinical Applications. The login process is commonly referred to as Tap & Go. Previously, staff had the ability self-enroll their ID badge to their UC Login ID at any workstation using the process below. Effective Jan 2018, the enrollment can only be done at designated laptops conveniently located at the Parnassus and Mission Bay security office. Staff can receive their new or replacement ID badge and enroll / re-enroll into Tap & Go at the same time.



Reason for Change: To increase security for policies and procedures involving access to sensitive UCSF information.

Enrollment Instructions:

1. ENROLLING YOUR BADGE FOR TAP & GO:

- a. Tap ID Badge to the reader.
- b. Login screen will read "<badge not enrolled>."
- c. Enter your username & password to link your badge to your username.

2. ACTIVATE EACH SHIFT:

- a. To protect against unauthorized use, Tap & Go forgets your password after 4.5 hours.
- b. To reactive your badge, Tap Badge to the reader,
- c. Your Username is already entered. Enter your PW to activate your badge.
- d. For the next 4.5 hours, you only need to "Tap" your Badge to get in your computer.

3. DON'T FORGET:

- a. Protect PHI by locking your session when stepping away from the computer.
- b. Tap your badge again to lock your workstation.

IMPORTANT!! REPORT ALL LOST OR MISSING BADGES IMMEDIATELY TO THE SECURITY OFFICE. IT'S YOUR RESPONSIBILITY.

HELPFUL TIPS:

- If you forget your badge, you can always manually login by typing your login and password.
- Wait for the RED light to appear on the badge reader before tapping your badge. The GREEN light means it's not ready.
- **FOR MORE HELP, CALL THE SERVICE DESK AT 514-4100**