

OneSign for Shared Workstations



For All Providers, Nurses and Other Roles Using Shared Workstations

If you badge-tap into shared workstations, you must re-enroll your badge before using the new system for the first time.

Re-Enroll Your Badge

1. You will see a new log-in screen.



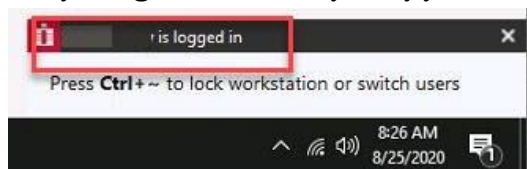
2. Tap your badge to the badge reader (small, black box near your screen).



3. On the next screen, click **OK**.
4. Enter your username and password. **Note:** The previous person's username will populate, so make sure you enter your username.
5. The next screen shows your name.
6. Click **Done**. Your badge is now enrolled.



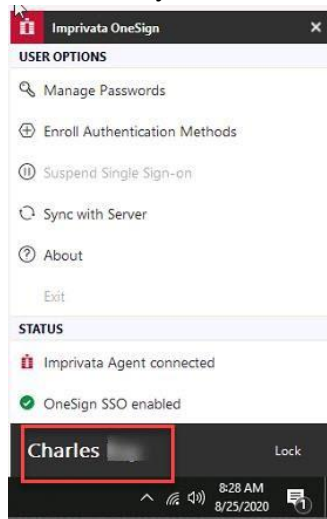
7. Once you log in, immediately verify your name is listed in the bottom-left side of your screen.



- You can also verify by clicking the icon on the bottom, right side of the screen.



- You will see your name at the bottom of the screen.



If you do not see your name listed or if you need further assistance, contact the IT Help Desk, 832.667.5600. Your computer name is located in the lower, right-hand corner.

Computer: 4MH1IT_DT46