

Simplified Signon for Shared Workstations



For All HMCCH 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.



If you need assistance, call the IT Help Desk, 832.667.5600. Your computer name is located in the lower right-hand corner.

Computer: 4MH1IT_DT46