

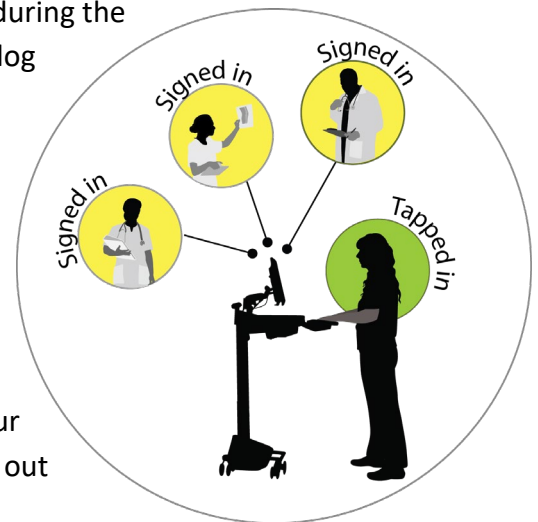
Enrolling In and Using OneSign® Tap N Go

Applies to:	Anyone who wants to use Tap N Go to quickly tap in to (unlock) and tap out of (lock) your computer throughout the day.
Purpose:	To learn how to enroll in Tap N Go and tap in and tap out of workstations.

OneSign® Tap N Go is a convenient way to unlock and lock your computer or workstation using your Proximity Access Card (prox card).

Using Tap N Go means:

- You only need to re-type your password once every 8 hours during the day, saving you time and possible frustration from having to log on to a computer every time you want to use it.
- Multiple users can tap in to the same computer, without users losing any open applications.
- Tapping into a computer when someone else has *not* tapped out, automatically locks that person out (but you are still able to tap in).
- You still need to sign out at the end of your shift. **Note:** Tapping out does not mean logging out or signing out; on your keyboard press **Ctrl + Alt + Del**, and then click **Sign out** to log out of your computer
- If you do not have your prox card handy, you can still log on to the workstation by typing your Windows Username and Password.



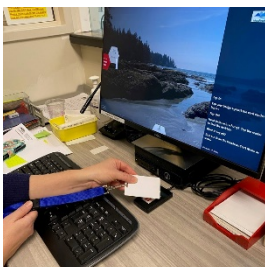
For more information, see the [IM/IT: Training and User Guides Menu](#) Intranet page.

Enrolling in OneSign® Tap N Go

Before you can use the tap in/tap out feature, you must enroll in OneSign® to activate your prox card. You only need to enroll once.

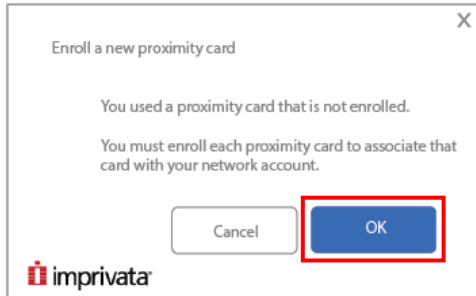
To enroll:

1. **Tap** your prox card or on the external card reader **or** on the built-in card reader on the left side of the Workstation on Wheels (WoW), next to the RFID logo.

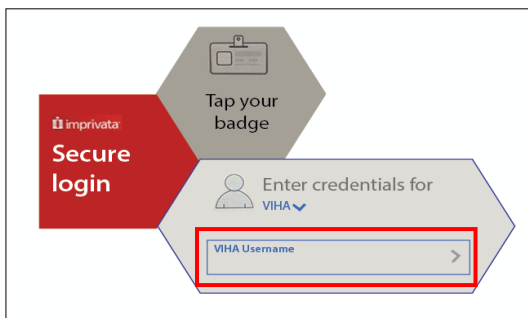


Enrolling In and Using OneSign® Tap N Go

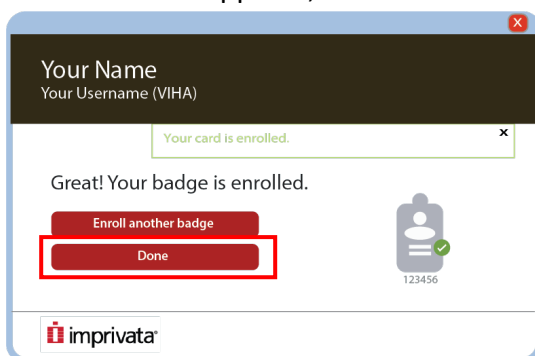
- Regardless of whether you tap the external reader or the built-in card reader, a message appears on your computer screen asking you to enroll your prox card to associate it with your network account.



2. Click **OK**.
 - The **Secure Login** screen appears.
3. Type your Island Health Username in the **Username** field.



- The **Password** field appears, where you need to type your password.
4. In the box that appears, click **Done**.



5. Confirm your password by retying it (if prompted to do so).
 - You can now use Tap N Go on WoWs and computers equipped with card readers (see *Tapping In and Tapping Out of a Computer* on the next page).

Tapping In and Tapping Out of a Computer

Tap In to unlock your computer:

1. Tap your prox card on the built-in card reader (on the left side of the WoW, next to the RFID logo) or on the external card reader if you are at a computer.
 - The card reader beeps and the red light turns green.
2. Type your Island Health password, if this is the first time you are logging into a computer today
 - For security purposes, you will be prompted to re-enter your password every 4 hours.

Tap Out to lock your computer:

Tap your prox card on the card reader.

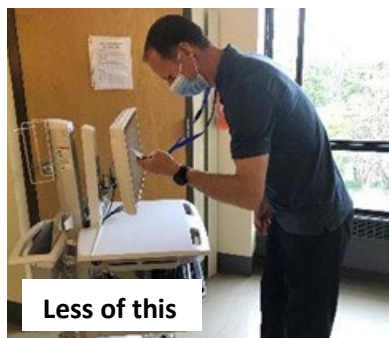
- The card reader beeps and the red light turns green.
- Tapping out does not mean logging out or signing out.

Hinge at Hips to Tap N Go

Tapping in and out can entice us to slouch as we reach our prox card to the tap pad. Use this task as an opportunity to practice STABLE principles, as recommended by the Injury Prevention team:

- Staggered stance. Consider positioning one foot slightly in front of the other to help unlock your knees
- Hip hinge. Reach forward by hinging at your hips to keep your back in a relatively strong position, OR
- Move the tap pad. Bring the tap pad closer avoid slouching altogether. Your upper back, neck and shoulders will thank you for it.

Retractable prox card extenders are available from Island Health stores.



Remember to always protect and secure confidential information by following Island Health's privacy policies and procedures.

- Tap out whenever you leave a workstation!
- Log out at the end of your shift! (Press **Ctrl + Alt + Del**, and then click **Sign out.**)