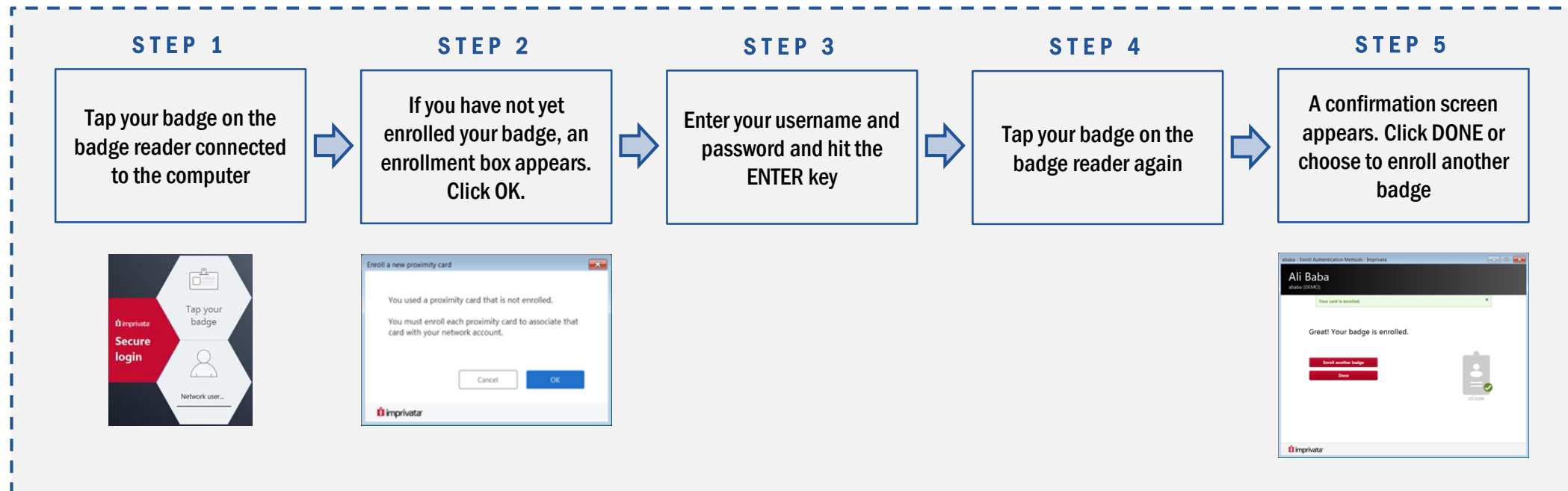# Tap and Go Single Sign On: Quick Guide

Imprivata Type 2, also called Epic Secure Switch, allows for **quick, easy sign in** and the continuation of the most recent Epic session **with one tap of your badge**

FIRST TIME ENROLLMENT

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Tap your badge on the badge reader connected to the computer	If you have not yet enrolled your badge, an enrollment box appears. Click OK.	Enter your username and password and hit the ENTER key	Tap your badge on the badge reader again	A confirmation screen appears. Click DONE or choose to enroll another badge

DAILY USE

1. Tap your badge on the badge reader connected to the computer

2. Enter your username and password

3. For the next 12 hours, you can log in and out simply by tapping your badge on the badge reader

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imprivata

Imprivata Type 2, also called Epic Secure Switch, allows for **quick, easy sign in** and the continuation of the most recent Epic session **with one tap of your badge**

ADVANTAGES

Saves time by eliminating the need to repeatedly enter username and password to access Epic

Best for patient exam rooms and workstations used by multiple users

Users must manually log in only once per day and will then be able to tap in for the next 12 hours

Offers secure switching between different Epic users while continuing the last Epic session

QUICK TIPS

- Tap and Go workstations should not be used as a personal computer
- Users should not save passwords, bookmarks, or other personal information to websites on the browser
- Columbia e-mail should only be accessed through Outlook on the web (www.outlook.com). Logging into the Outlook or Office 365 applications will load personal data to the generic sign on and will allow everyone who taps into the computer to have access
- Users should not leave any programs other than Epic open when walking away, locking, or tapping out of a Tap and Go workstation
- Always tap out when stepping away from a workstation

FAQ

Q: Will I still be required to log in to Epic once I've tapped in to the workstation?
A: No, Epic will log in and open upon tapping into the workstation

Q: What will appear on screen once I've tapped in?
A: Epic will automatically open and display the chart from the last epic session on that workstation

Q: Must I manually log in to every workstation?
A: No, once you have logged in on one workstation, you can tap into any for 12 hours

SUPPORT CONTACTS

Have questions that were not covered on this guide? Need assistance or troubleshooting support? Please contact the CUIMC IT Help Desk at:
5help@Columbia.edu **or 212-305-4357 option 5.**