EasyPass Badge Enrollment:

To Enroll in Easy Pass, TAP your badge on the card reader.

Sign in using your personal **AD/Outlook/Computer login user name** and **password**.

If you do not know your password or need to reset it, please contact the Help Desk at 1-877-552-7547.

Immediately after tapping your badge you will receive an “**Enroll proximity card**” box.

**Step 1. Click “Enroll this card now”**

**Step 2. Enter your Username and Password**

**Step 3. Click “Done”**

**Step 4. You will be asked to verify your password a second time.**

Now you are logged into the workspace with Easy Pass. Your workspace session will now auto launch.