

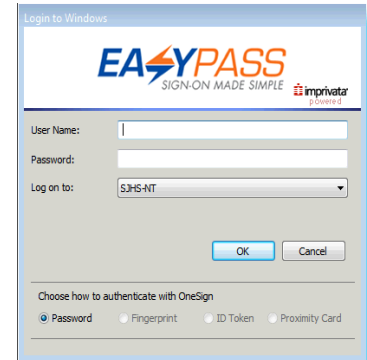


EasyPass Badge Enrollment:

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

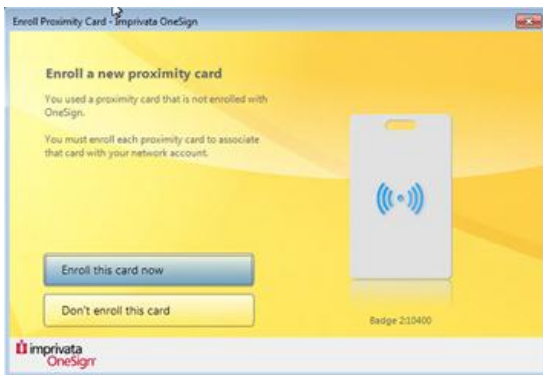
Sign in using your personal **AD/Outlook/Computer login user name** and **password**.

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

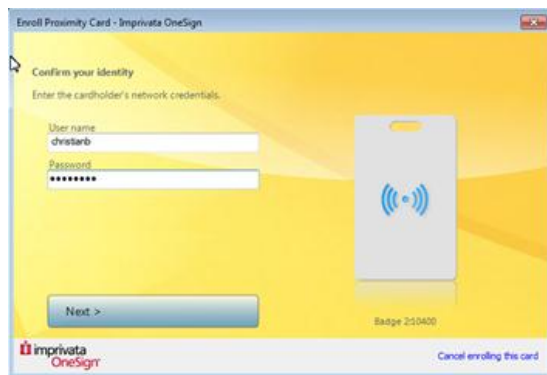


Immediately after tapping your badge you will receive an “Enroll proximity card” box.

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.

