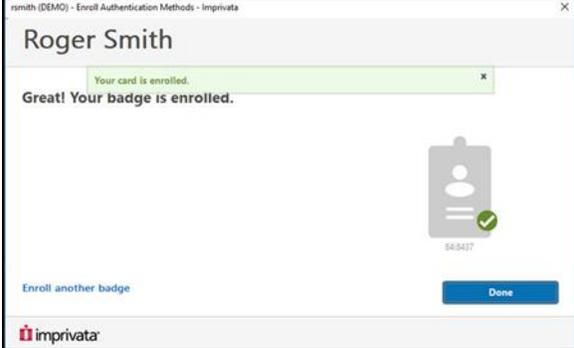


Enrollment Guide for Single Sign-on

Single Sign-On (SSO) enables clinicians to spend less time on technology and more time with patients! SSO removes the need to repeatedly enter usernames and passwords for access to your computer and applications in scope by replacing it with a simple badge tap!

A one-time enrollment of your badge is super simple and the steps are below:

<p>1. Tap your ID Badge against the reader (note that the light will turn green, and the reader may beep)</p> 	<p>2. Click "OK" and follow the wizard.</p> 
<p>3. Type your username, press TAB, type in your password, and press ENTER.</p> 	<p>4. You will see this window telling you that your badge has been enrolled. Click Done.</p> 

Key Highlights:

- Every 4 hours you will be asked to login with your username/password for security purposes to verify you still are who your badge says you are. After this re-authentication, you will have another 4 hours without having to enter your username/password. This is commonly referred to as "grace period."
- After 15 minutes of inactivity on a shared workstation, your screen will begin to fade. After 20 total minutes of inactivity, your screen will lock protecting PHI and requiring you to badge back into your session.

- If you are finished with your session or need to secure your workstation when walking away, simply tap your badge!
- Single Sign-On is included for the following applications:
 - Approach
 - BMS
 - Centricity
 - Charm
 - Dragon Medical One
 - eCTAS
 - EDIS
 - eDischarge
 - eSheet
 - eSignout
 - ESP
 - Grasp
 - Horizon View HTML Access (Web)
 - Impax
 - Intellispace Cardiovascular (ISCV)
 - iPro
 - ISAAC Ortho PROMs
 - MetaVision
 - Mosaic
 - Outlook Web Access (OWA)
 - Paceart Optima
 - Point Click Care (PCC)
 - Practice Perfect
 - Q doc
 - QCPR Quadramed
 - QP Order - Iplan
 - Simpleset
 - Sovera
 - SunnyCare
 - WebER

FAQ

- I'm receiving the error "OneSign could not authenticate you. Please try again" when enrolling my badge. Why is that?
 - You're receiving the message because you are not provisioned for Imprivata Single Sign-On (SSO). If you should be provisioned for SSO because your job role requires it, please reach out to your manager for access.
- I have lost my badge that I used to tap in and out of an endpoint. What do I do?
 - If your badge that you use to tap in and out of an endpoint also grants access to your building, please follow the replacement badge process for the building. You must also contact the Service Desk to disable your lost badge.
- I forgot my badge. Can I log in manually?
 - Yes, you can log into single-user and multi-user workstations manually by entering your username/ password for those types of workstations as you previously did before SSO.
- Support
 - For any technical issues or questions, please contact the Service Desk at ext. 64159 for Bayview Campus and Holland Centre, ext. 47060 option #1 for St. John's Rehab.