



Tap & Go

Frequently Asked Questions

What is Tap & Go?

Tap & Go for a computer is when you tap your badge, and it logs you into the computer. Tap & Go for an application is when you launch an application, and your username and password are passed through automatically.

Who has access to Tap & Go?

Clinical, patient-facing users who are frequently moving in and out of patient rooms and shared workspaces where they need to quickly access patient charts. This includes physicians, nurses and clinical staff that roam.

Can I log in without my badge?

Yes, you can log into any computer with your username and password by clicking on the password hexagon.

Why do I have to enter my username & password?

Sunnybrook has a policy in place that will require a password every 4 hours, verifying the badge holder is the employee in possession of said badge.

How do I lock the workstation?

Once you have completed your work, tap your card to the card reader and the system will lock the workstation. Without a badge, use the 'Windows + L' keys. **You do not need to log out or close SunnyCare.**

Tap & Go Workflow

1. Tap card against badge reader
2. *First card tap will require your password
3. Launch SunnyCare and other applications
4. When finished – Tap Out!

*No need to enter password for 4 hours!

Do I need a special badge?

-You can use your current badge for Tap & Go. Just follow the enrollment prompts shown below to enroll!

What if I lost my badge?

Call the service desk to report any lost badge. You can reach out to unit's manager for a new badge.

Service Desk Contact

ext. 64159 for Bayview Campus and Holland Centre
ext. 47060 option #1 for St. John's Rehab

How to enroll — A one-time enrollment of your badge is required

You need:

- A Tap & Go badge
- Access to a Tap & Go workstation with a badge reader

- 1 Tap your badge against the reader



- 2 Click OK and follow the wizard

- 3 Enter your AD username, press TAB then enter your password



- 4 You will see a window telling you that your badge has been enrolled Click Done

