
Badges must be enrolled on first use to enable Tap-and-Go (TAG). This allows clinical staff to securely sign on and off workstations as they move through their work area. TAG systems improve efficiency, reduces unnecessary logins, and optimizes performance.

Badge Enrollment

STEP 1: Tap badge on the badge reader.

STEP 2: Enter your network ID and password.

STEP 3: Complete the IGEL security questions.

- It is essential to answer the security questions when enrolling badge; otherwise, the questions will be prompted each time accessing the TAG environment. Answer five different questions and provide five unique answers.

NOTE: Computers with **DO NOT TURN OFF** stickers are 724Access workstations, these are not TAG compatible.

NOTE: The first time an application icon on the desktop is opened, the user will enter ID and password. TAG will learn the user's credentials and enables the single sign on functionality for the next time the application is accessed.

NOTE: If a message display indicates access is not allowed, there is a technical problem preventing enrollment in the system. Click [here](#) to place a HelpDesk ticket.

Using Tap and Go

STEP 1: Select the application from the Desktop.

STEP 2: Enter network ID and password.

STEP 3: When leaving the workstation **tap** badge on the reader. **DO NOT** sign out unless it is the end of the shift.

NOTE: Sign all documentation prior to tapping out of the TAG device.

STEP 4: When accessing another TAG device, **tap** badge on the reader.

- The application will open in the same location as on the previous TAG device.

NOTE: Password prompt will occur every 4 hours.

STEP 5: At the end of the shift, log off.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.
