Uniflow Badge Registration

How do I register my ID badge to use the uniFLOW system?

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1. Your first time accessing the devices, you will need to register your badge. After that, you will not have to register at any of the other machines.

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2. Swipe your badge over the card reader. The device will recognize that your badge has not been registered yet and will change to the registration screen (shown below).

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3. Tap the white data field next to User Name to prompt the keypad display. Enter your username (the one you use to log into your computer, first initial and last name) and then press OK.

   *NOTE: If you change your password on your computer, you WILL need to repeat the above steps!

4. Repeat the step three process for the Password section. Press Login.

**From this point on, you will only need to swipe your badge to access the machine. This applies to all machines, you do not have to register your badge at each device.