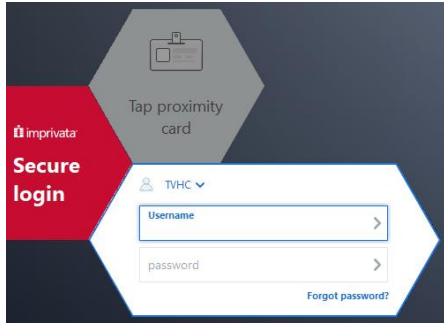


IMPRIVATA SSO INSTRUCTIONS

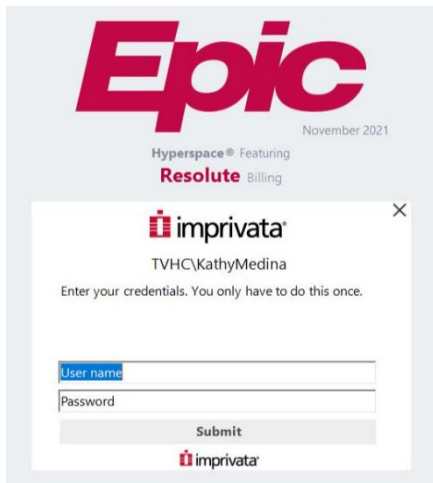
1. Tap your **Badge**. Manually type in your **Windows** password.



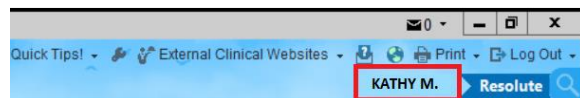
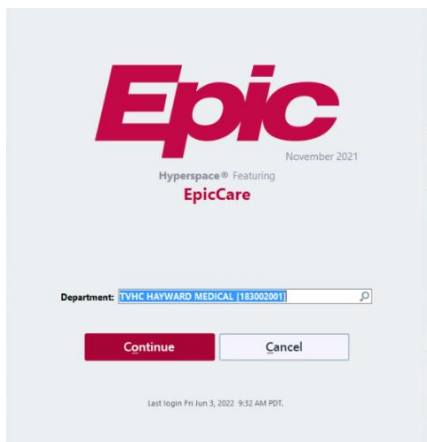
2. Double click **SSO EPIC** icon



3. Enter your Epic ID and Password.



4. While logging into EPIC, make sure your **DEPARTMENT** is set to the location where you are working in. Then review the name at the top of hyperspace to ensure the right user is logged in.



5. Tap your **Badge** to Secure/Log out of the workstation.

Troubleshoot Tip: **Restart** the computer at least once a day – *Every morning preferably*.
Note: Passwords are required to be entered every 4-hour period (i.e., morning and after lunch).