

### Enrolling Your CSM Badge & 4 Digit Numeric PIN

You need to enroll your CSM ID badge before you may begin to use the Virtual Desktop devices. This takes less than a minute. To enroll your badge, you must be in the CSM network with a Username and Password.

1. Begin by tapping your ID badge on the Imprivata badge reader attached to the Virtual Desktop device.



2. The Enroll Proximity Card - OneSign window will display.

**Do you want to Enroll this Card now?** Click **Yes**.



3. Enter your **Network** Username and Password. **Note:** Password is case sensitive.
4. Enter Domain: *wimil*. **Note:** This is **not** case sensitive.
5. Click **OK**.

6. The **Enroll Proximity Card-OneSign** window opens. Enter a 4 digit numeric **PIN** of your choosing.
7. Confirm your **PIN**. This process links your PIN to your ID badge.
8. Click **OK**.
9. Message appears: **Great Job!** You have successfully enrolled your badge. Click **OK**.
10. **Starting Published Desktop** message appears.



This function is arranging your icons on the desktop. Please be patient as the system initializes.



### Important Notes to Remember:

- \* If your CSM badge is ever replaced, you must re-enroll your badge.
- \* Your **network password** expires 365 days from the date you reset.
- \* This is **not** the same as 365 days as your numeric PIN. When your numeric PIN expires you will see this Warning.

