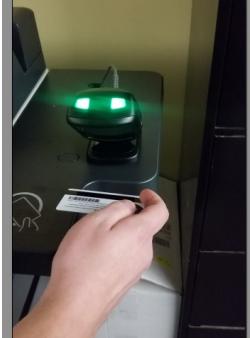




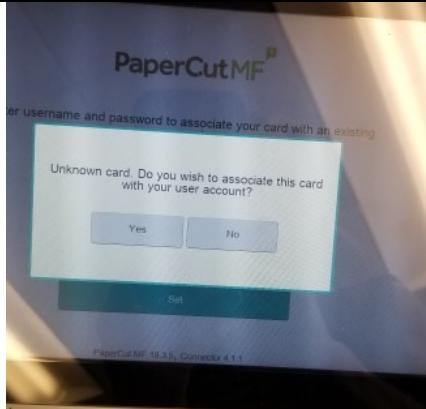
## REGISTERING YOUR BADGE FOR THE FIRST TIME:

First Time Log On Process	You will only need to do this the first time your badge is swiped.
<p>Hold your ID card over the proximity card reader or under bar code card reader.</p> <p>The first time you swipe your employee badge, you will be prompted to enter your <b>computer login</b> and your <b>password</b>.</p> <p>*</p>	 <p><b>Students</b> scan the barcode on the back of their Cougar ID using the Barcode Reader:</p>  <p><b>Employees</b> scan the disk on the back of your CSCC ID over the reader located on the side table of the MFD: </p> 



You will be asked if you want to associate your ID.

Select **Yes**



1. In the Username area enter your Windows log on username
2. In the Password area enter your Windows password (this is case sensitive)

\*Suggest you use the stylist located on the right side of the printer behind the User Interface.

Your credentials will be sent to the server and will register your ID badge.

