

# USE YOUR BADGE!



NOT using your **badge** to log in and out of the computer, puts **yourself** and **patient data** at **risk**.

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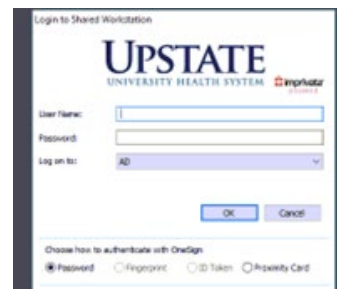
Steps to secure confidentiality of personal and patient data:

## ALWAYS BADGE IN AND OUT OF THE COMPUTER!

- Tapping your badge safely removes someone else's credentials so you can log in.
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## FORGOT YOUR BADGE?

- Not seeing the Imprivata login screen? – select the **F4** key to securely remove someone else's credentials before you can safely log in.
- Select the F4 screen when you are finished to remove your credentials from the computer



**Need More Information? Helpful Links**  
[Single Sign in \(Imprivata\) Tip Sheets](#)

