

## **New process outlined for logging into clinical workstations using the new Vanderbilt Card with a PIN**

Beginning in May 2014 there will be a change in the process to set up the PIN for the Vanderbilt Card (VC).

New staff, or first-time VC users, will see the new AccessVU screen when they first tap their VC to the card reader to log in to the clinical workstation. From the AccessVU screen, users will be prompted to set up their VC PIN. The AccessVU screen will display rules for setting up a PIN, and fields for entering a new PIN, confirming New PIN and entering an ePassword.

### PIN Rules

- . PIN must be four digits**
- . Cannot be a three or four digit sequence of numbers (1234, 5673)**
- . Must not be three or more identical numbers (1111, 9995)**
- . Must not be the last four digits of your social security number**
- . Should not be your birthday (e.g. 0526)**

After completing these fields, the user will then click on "Save PIN." Access using the PIN may take up to 30 minutes to process through the system. If access is not established after 30 minutes, users should contact the Help Desk.

Staff who need to reset their existing PIN will continue to use the "Badge PIN Registration" icon on the desktop. This will connect the user with the new AccessVU screen, where they will be prompted to reset their PIN.

Initial sign on of shift will require VUNet ID and ePassword, the second sign on will require VUNet ID and PIN, and after that the user can tap in and out without using a password or PIN, as long as sessions are less than 10 minutes apart on the same clinical work station.

The new process improves security, automates some features of handling PIN set up, allows the technical team to know if a user has an active PIN, a revoked PIN or no PIN and reduces the time needed to activate the PIN.

The VC will continue to have all current functions on the ID card such as access to buildings, specific floors and elevators, as well as riding city buses, and applying cash for use at multiple locations on campus.

For more information on authenticating with a PIN with the VC, click [here](#) to access the Systems Support Services presentation "The Vanderbilt Card – The New Smart ID Badge."

If a user has a problem, he or she should contact the Help Desk for assistance.

