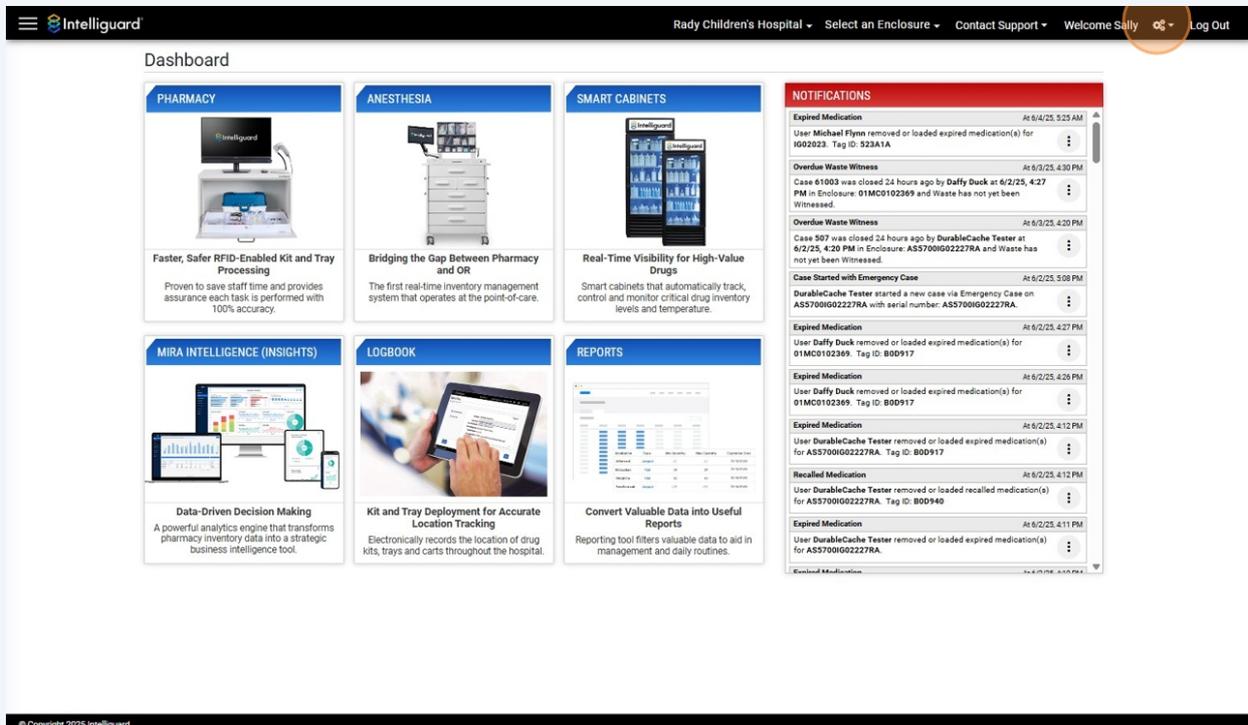# Intelliguard®

How to Register and Update User Badges and Passwords

⚠️ Users must have proper permissions in order to update their own and other users information within the system.
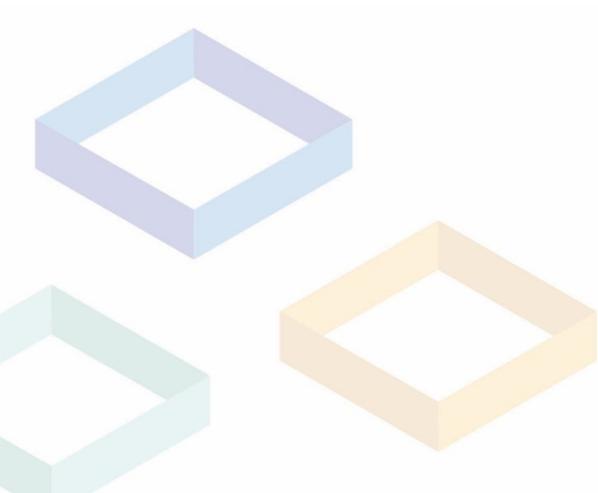
1 Click the "tools" three gears icon

2   Click "Manage Users"

3   Click the "Search User" field to search by name or use the "advance page" arrows at the bottom of the page

4 Click the "edit" pencil button

5 To add or edit a badge number click "Scan Badge"

6 Scan the new badge into the system and then click "Register Badge"

7 Click "OK" and the new badge will now be associated with that user

8 Click the "Password:" field to update or enter in a new password

Manage Account

Personal Information

First Name:* test   Employee ID: Enter Employee ID
Middle Name: Enter Middle Name   EHR Resource ID: Enter EHR Resource ID
Last Name:* test   Time Zone:* United States - Eastern Time
Cell/Text Number: Enter Cell/Text Number   Email:* test@mail.com
Example: 222-555-1212   Example: B.Smith@company.com
Office Phone Number: Enter Office Phone Number   Confirm Email:* test@mail.com

Account Information

Password: Confirm Password: Active: ☑
Password must contain at least: Facility(ies):* Rady Children's Hospital, Rady Testing Facility
8 Characters
Authentication PIN: Numbers only. 4 digits required.   Confirm Authentication PIN: User Role(s):* All the permissions (This role includes Advanced Permi

User Badge   Fingerprint Scan
Scan Badge   Register Fingerprint

Additional Information

Note:

Cancel

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9 Confirm the new password

☰ 🛡 Intelliguard   Rady Children's Hospital ▾   Select an Enclosure ▾   Contact Support ▾   Welcome Sally   🔔   ⚙▾   Log Out

Manage Account   *Required

Personal Information

First Name:* test   Employee ID: Enter Employee ID
Middle Name: Enter Middle Name   EHR Resource ID: Enter EHR Resource ID
Last Name:* test   Time Zone:* United States - Eastern Time
Cell/Text Number: Enter Cell/Text Number   Email:* test@mail.com
Example: 222-555-1212   Example: B.Smith@company.com
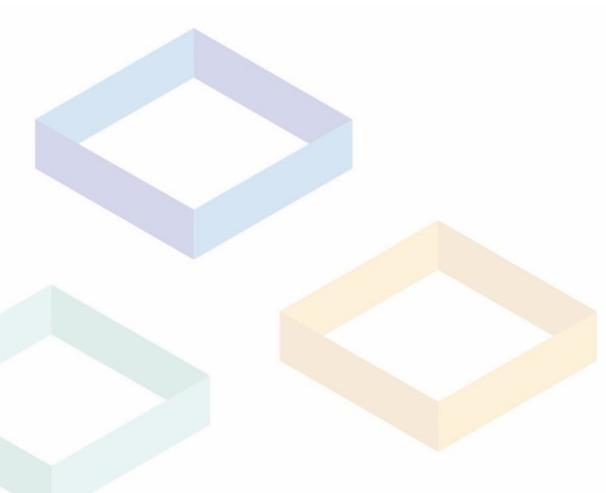Office Phone Number: Enter Office Phone Number   Confirm Email:* test@mail.com

Account Information

Password: ••••••••   Confirm Password:*   Active: ☑
Password must contain at least: Password & Confirm Password do not match.
✔ 8 Characters   Facility(ies):* Rady Children's Hospital, Rady Testing Facility
Authentication PIN: Numbers only. 4 digits required.   Confirm Authentication PIN: User Role(s):* All the permissions (This role includes Advanced Permissions!)

User Badge   Fingerprint Scan
Scan Badge   Register Fingerprint

Additional Information

Note:

Cancel   Update User

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10 Click the "Update User" button

Updating Your Own Badge and Password

11 To update your own badge number or password click the "tools" three gears icon

12 Click "Manage My Account"

13 You can now follow steps 5-10 from above to update your badge information or password from this screen