


After employee has been granted Pyxis Access, proceed with the instructions below.

## **FOR PYXIS ES**

Please have them register their Bio-ID at your nearest Pyxis station.

### Pyxis – How to Register Bio-ID (fingerprint)

1. Touch the screen and enter your APeX/Computer **User Name**.  
Press the enter key or click the **Sign In** on the screen.
  - If **Unable to Authenticate** – try to log into the Pyxis Server first  
<https://ucsfpyxis.ucsfmedicalcenter.org>




A screenshot of the Pyxis login interface. It features a blue background with a white text input field labeled 'Username' containing the text 'usert'. Below the field are two buttons: 'Cancel' and 'Sign In'. The 'Sign In' button is highlighted with a mouse cursor.

2. Click **Register**



A screenshot of a dialog box titled 'Registration Required'. The text inside reads: 'Your fingerprint identification is not on record. Do you want to register your fingerprint?'. At the bottom of the dialog are two buttons: 'Cancel' and 'Register'. A mouse cursor is pointing at the 'Register' button.

3. Enter your APeX/UCSF Computer Password, then click **Sign In**  
(for password reset, contact UCSF-IT)



A screenshot of the Pyxis login interface. It shows the 'Username' field with 'usert' and a 'Password' field with masked characters (dots). Below the fields are 'Cancel' and 'Sign In' buttons. A mouse cursor is pointing at the 'Sign In' button.

4. Select a finger with the most fingerprint. Place that finger on the Bio-ID scanner. Scan the same finger 3 times. Follow prompt on the screen



A screenshot of the 'Scanning fingerprint 1 of 3' screen. The text reads: 'Scanning fingerprint 1 of 3' and 'User (usert): Place finger on the scanner, covering the entire lens.' Below this is a 'Cancel' button and three numbered boxes (1, 2, 3) representing the fingers. Box 1 shows a dark circular area, likely the scanner's lens.

- Users can register their Bio-ID at any Pharmacy Pyxis station
- Pyxis Forms are Required for new staff or change in Role or Unit
- After logging in, if you do not see Patients, ask your manager to submit a Pyxis Form to Pharmacy-Pyxis
- If you enter an incorrect password multiple times, your account may get locked out, call UCSF IT @ 4-4100
- Pyxis Access are automatically locked after 90 days of inactivity. Manager to email [Pharmacy-Pyxis@ucsfmedctr.org](mailto:Pharmacy-Pyxis@ucsfmedctr.org) to unlock