> **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

   Username
   [usert]

   [Cancel] [Sign In]

2. Click **Register**

   Registration Required
   Your fingerprint identification is not on record.
   Do you want to register your fingerprint?

   [Cancel] [Register]

3. Enter your APeX/UCSF Computer Password, then click **Sign In**

   (for password reset, contact UCSF-IT)

   Username
   [usert]
   Password
   [•••••••••••]

   [Cancel] [Sign In]

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

   Scanning fingerprint 1 of 3
   User (usert): Place finger on the scanner, covering the entire lens.

   [Cancel]

   | 1 | 2 | 3 |

- 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 to unlock