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.

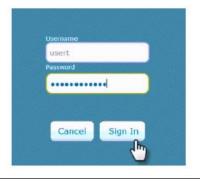
 Press the enter key or click the Sign In on the screen.

 If Unable to Authenticate try to log into the Pyxis Server first https://ucsfpyxis.ucsfmedicalcenter.org

 Username

 userti

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





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



- 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

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