


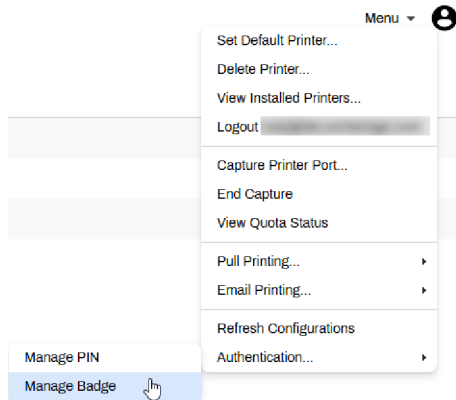
Badge Self-registration

Based on how your administrator implemented Control Panel Application (CPA) to use Secure Release Print, or other functionality, you may have the option to self-register your badge using the Self-service Portal. There are two options based on whether you know your badge number or not. Both of these options are covered below.

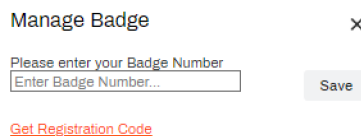
 If you don't see the option in the Self-service Portal, your print environment may not allow self-registration. Ask your administrator.

Badge Number Known

1. Log into the Vasion Print Self-service Portal.
2. Select **Menu** on the top-right, hover the pointer over **Authentication**, and select **Manage Badge**.



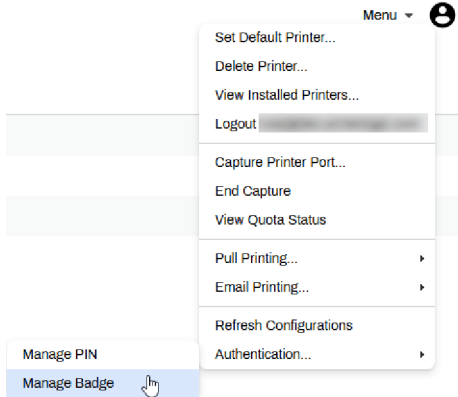
3. Enter your badge number into the field.
4. Select **Save**.

A screenshot of the 'Manage Badge' form. The form has a title 'Manage Badge' with a close button (X) on the right. Below the title, there is a text input field with the placeholder text 'Please enter your Badge Number' and 'Enter Badge Number...'. To the right of the input field is a 'Save' button. Below the input field, there is a red link labeled 'Get Registration Code'.

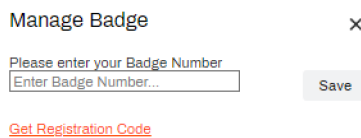
The badge is now registered and you can scan it to login to the CPA.

Badge Number Unknown

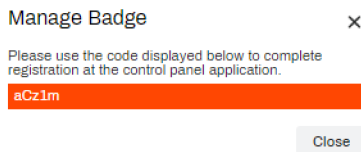
1. Log into the Vasion PrintSelf-service Portal.
2. Select **Menu** on the top-right, hover the pointer over **Authentication**, and select **Manage Badge**.



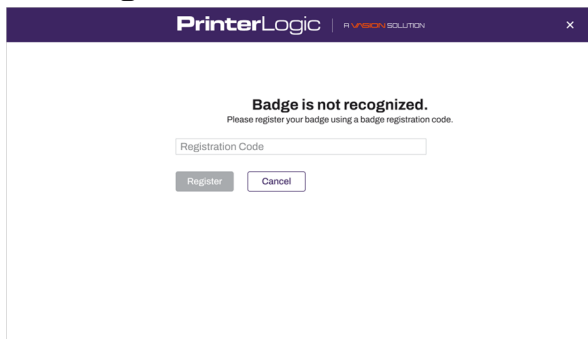
3. Select the **Get Registration Code** link.



4. Copy down the registration code and select **Close**.



5. Go to any badge reader printer with the CPA installed.
6. Scan your badge on the badge reader.
7. Enter in the code into the **Registration Code** field.
8. Select **Register**.



The badge is now registered and you can scan it to login to the CPA.