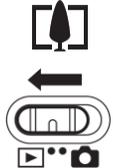




Use **Steps 1-9** of this checklist daily to set up and test each enrollment workstation before you begin accepting Applicants. If you have problems during the day with either the equipment or the application, use this check list as a troubleshooting guide before you call the Help Desk. Refer to **Step 10** at the end of the day when you secure the workstations for the night.

1.	<h2>Workstation Logon and Reboot</h2> <ul style="list-style-type: none"> <li>The computer should be turned on and running.</li> <li>Press Ctrl + Alt + Del and log on to the workstation computer.</li> <li>Reboot the workstation.</li> <li>Click <b>Start/Shut Down</b>.</li> <li>Choose <b>Restart</b> from the drop-down list.</li> <li>Click <b>OK</b>. Wait for the workstation to reboot.</li> </ul>	
2.	<h2>Look for Critical Updates on TeamRegistrar Web site</h2> <ul style="list-style-type: none"> <li>Double click the TeamRegistrar Web site icon.</li> <li>Review Critical Updates and reminders.</li> </ul>	
3.	<h2>10 Print Scanner</h2> <ul style="list-style-type: none"> <li>Verify the 10 print scanner is glowing green.</li> </ul>	
4.	<h2>SAGEM Single Print Scanner</h2> <ul style="list-style-type: none"> <li>Verify the SAGEM single print scanner has active green lights.</li> <li>Verify the dongle in USB port is pushed in and the light is on.</li> </ul> <p>Do not remove the dongle from the USB port. If the dongle is somehow removed from the port, log off, shut down the computer, replace the dongle in the USB port, turn the computer on again, and return to step one of this guide (above).</p>	
5.	<h2>Flatbed Scanner</h2> <ul style="list-style-type: none"> <li>Verify the flat-bed scanner is turned on.</li> </ul>	
6.	<h2>Camera</h2> <ul style="list-style-type: none"> <li>Turn on the camera and verify the green light is on. (Cancel digital camera pop-up that may appear on screen.)</li> <li>Verify the zoom ring is set to the single arrow.</li> <li>Verify the Shooting Mode dial is set to "Auto".</li> <li>Verify the camera is in Playback Mode.</li> <li>Verify the camera is pointing correctly toward the blue backdrop.</li> <li>Verify the blue backdrop is hanging smoothly with no wrinkles.</li> </ul>	
7.	<h2>AssureTec Card Scanner</h2> <ul style="list-style-type: none"> <li>Verify the AssureTec card scanner lights are on.</li> </ul>	
8.	<h2>GSA Online Scheduling System Login</h2> <ul style="list-style-type: none"> <li>Launch Internet Explorer and click the <b>Scheduler</b> link.</li> <li>Log in and go to the <i>Manage Appointments</i> tab.</li> <li>Check the appointments for the day.</li> <li>Go on to Step 9 to complete the daily system test.</li> </ul>	



## 9. USAccess (Assured Identity) Login and System Test



- Click the **Assured Identity** icon and verify the Assured Identity™ Enrollment application opens.
- Insert your PIV Credential into the card reader and make sure the Assured Identity application prompts you for your PIN. Go to the **Search** screen and search for the Test User record.
- Using the Test User record, go through the entire enrollment procedure as if Test User was the first enrollment of the day.
  - Confirm the AssureTec scanner is working by scanning your own license.
  - Confirm the flatbed scanner is working by scanning with or without a document placed (follow the procedure by selecting **preview**, then **scan**).
  - Confirm the camera is working by taking your own picture. Camera should not take a flash picture (no flash).
  - Confirm the 10 print scanner is working by rolling one fingerprint and capturing all the slaps.
  - Click the **Next** button to confirm the fingerprint template is generated.
  - The system should generate a fingerprint template and ask you to verify the primary and secondary prints.
  - Verify your primary and secondary prints.
  - Click **Next** to view the **Save** page. Verify the record is complete.
  - Click the **Cancel** button on this last screen. **DO NOT SAVE THE RECORD.**
  - When you return to the **Search** screen you are ready to begin enrollments.



## 10. End of Day Checklist

- Log out of the Assured Identity application.
- Cancel no-show appointments in GSA Scheduler.
- Close the GSA Scheduling System.
- Close all open Windows.
- Press Ctrl + Alt + Del and click the **Lock Computer** button on the pop-up window.
- Do NOT log off or turn off the workstation.

**The workstation needs to be on and logged on for remote maintenance to occur during evenings and weekends.**

### Protecting Your PIV Credential

- ALWAYS protect your PIV Credential like expensive equipment...it has a mini computer inside.
- ALWAYS keep your PIV Credential with you.
- NEVER leave your PIV Credential unattended in the card reader.
- NEVER remove your PIV Credential from the card reader in the middle of an enrollment.
- When you leave your station for more than a quick conversation, log out of the application:
  - Return to the **Search** screen, and click the **Logoff** button (bottom right corner).
  - Remove your Credential.
  - Press Ctrl + Alt + Del and lock the workstation computer.

