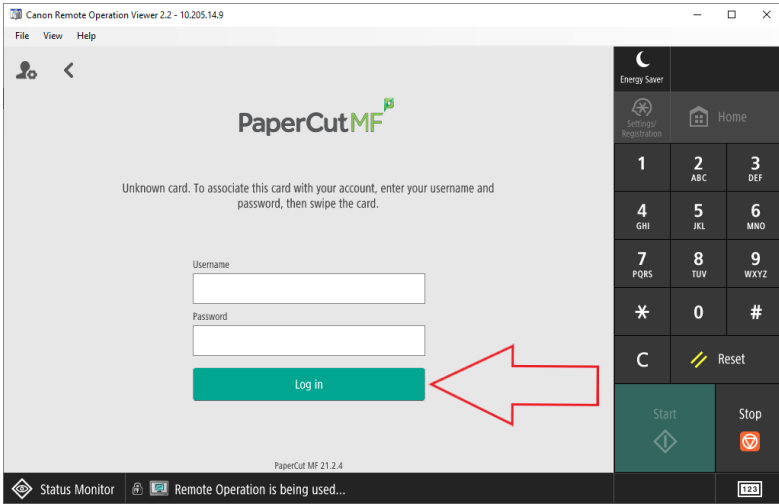


PaperCut: Register ID Badge

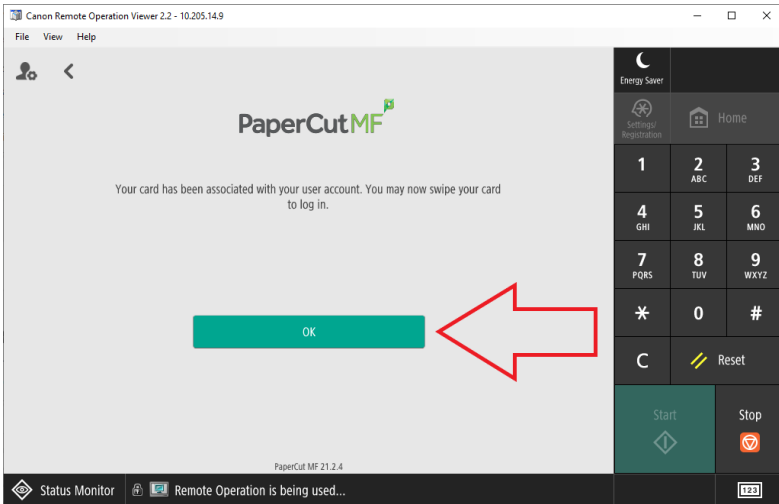
Follow these steps to register your PTS ID Badge to PaperCut to allow Tap-to-Login.

Tap your ID Badge on the card reader. You'll be presented the following screen indicating your card is not registered.



Sign in with your login credentials, username is FirstName.LastName and your password, and click 'Log In'.

Upon a successful login you get an acknowledgement screen, all you have to do is click 'OK' and it takes you back to the login screen where you can now tap your ID Badge on the reader to login.



Use included articles to learn about our new print service, PaperCut!

- [PaperCut](#)
- [Register your ID Badge](#)
- [Setup for macOS](#)
- [Setup for Windows](#)
- [Web Printing](#)
- [Charging a Departmental Print Code](#)
- [Retrieve Print Jobs](#)
- [Copy](#)
- [Scan](#)
- [Sign-In Options](#)