

1. Connect all peripheral devices to the computer.

- a. Mouse
- b. PantherCard Swipe
- c. Enrollment Device



2. Make sure the computer is connected to the “GSU” wireless network

- a. Click the internet connection icon
- b. Make sure GSU network displays “Connected.” If not, select connect and enter your Campus ID and Password



a.

3. Connect to the VPN

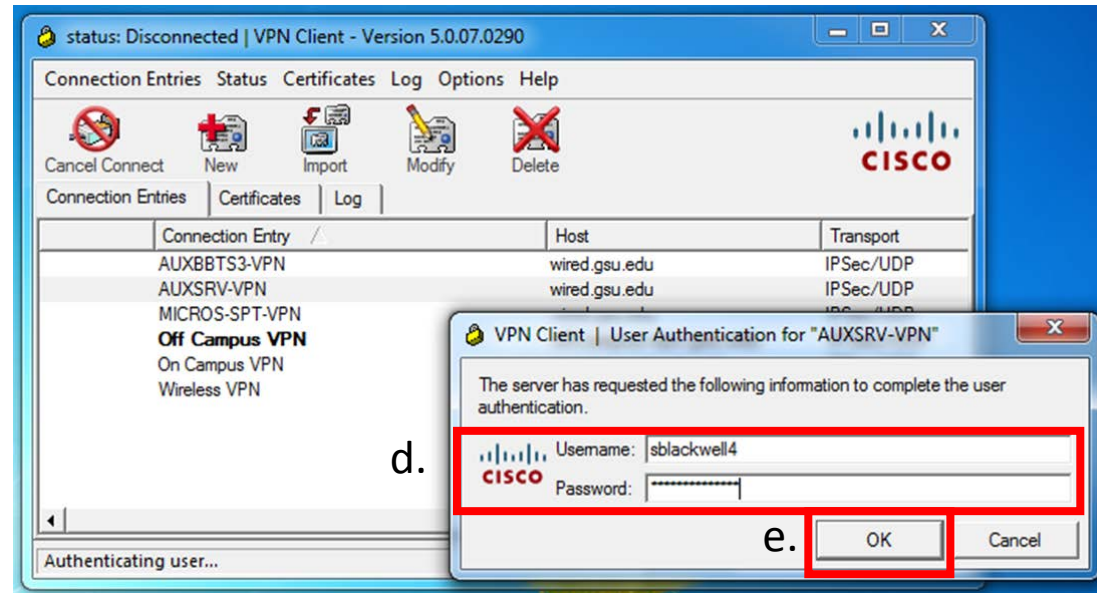
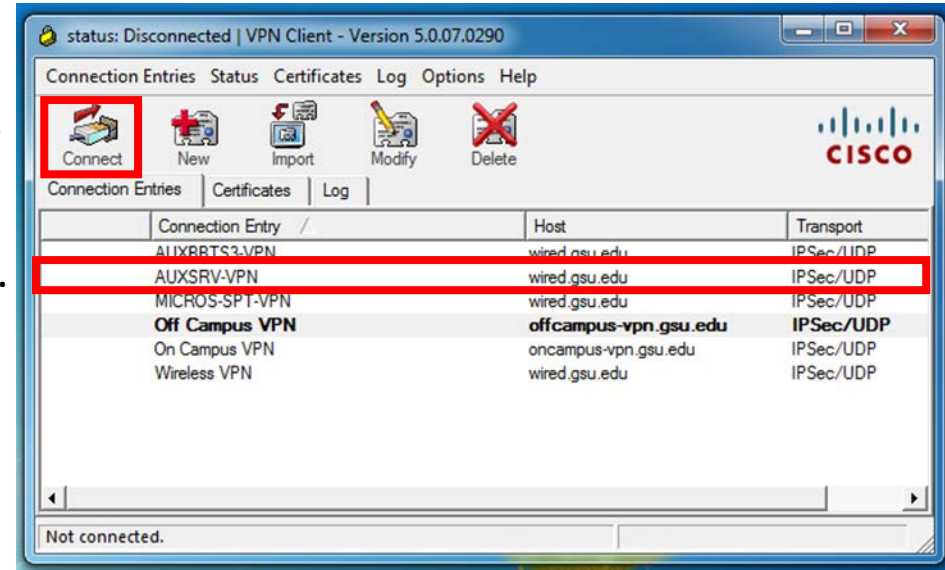
- On the desktop, double click VPN Client
- In the dialog box, select "AUXSRV-VPN"
- Click Connect
- Enter your Campus ID and Password
- Press OK

a.



c.

b.

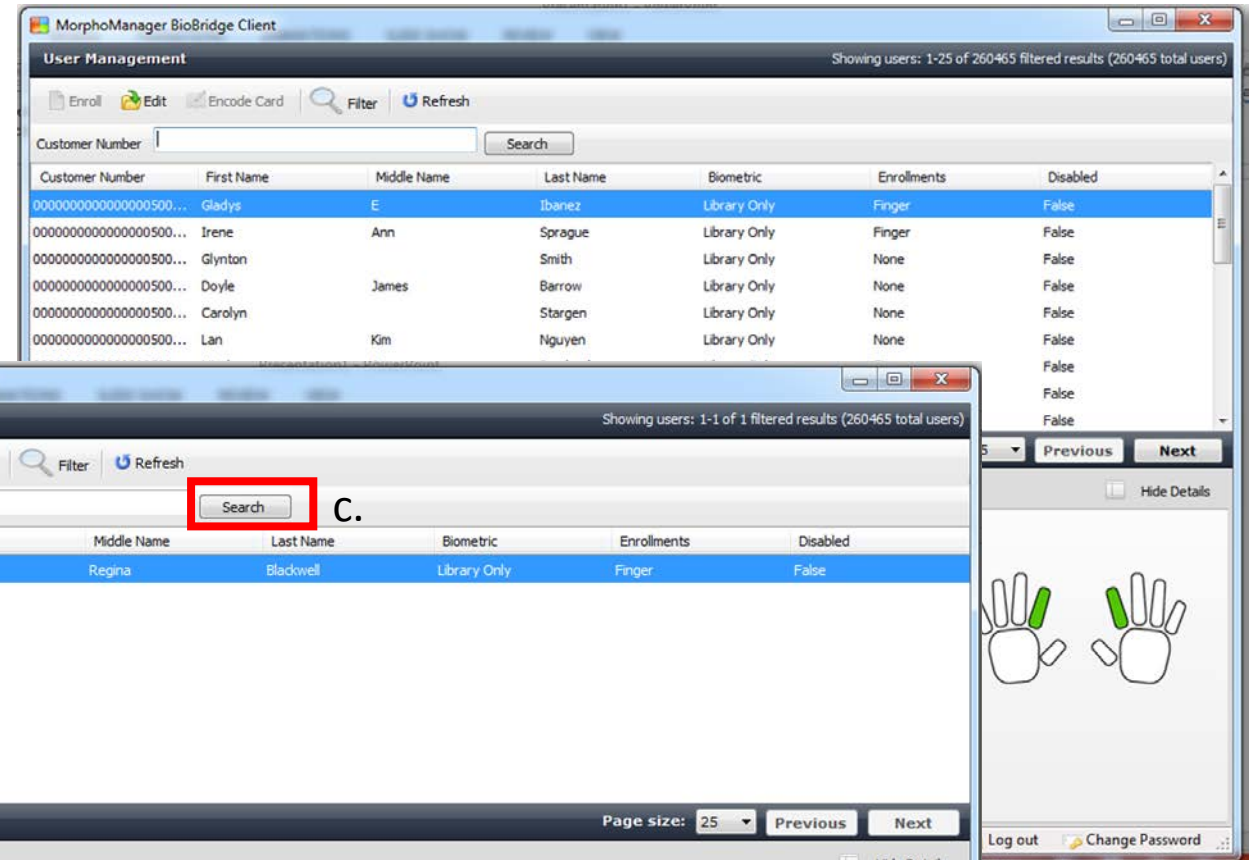


4. Log into Morpheo and Locate Patron

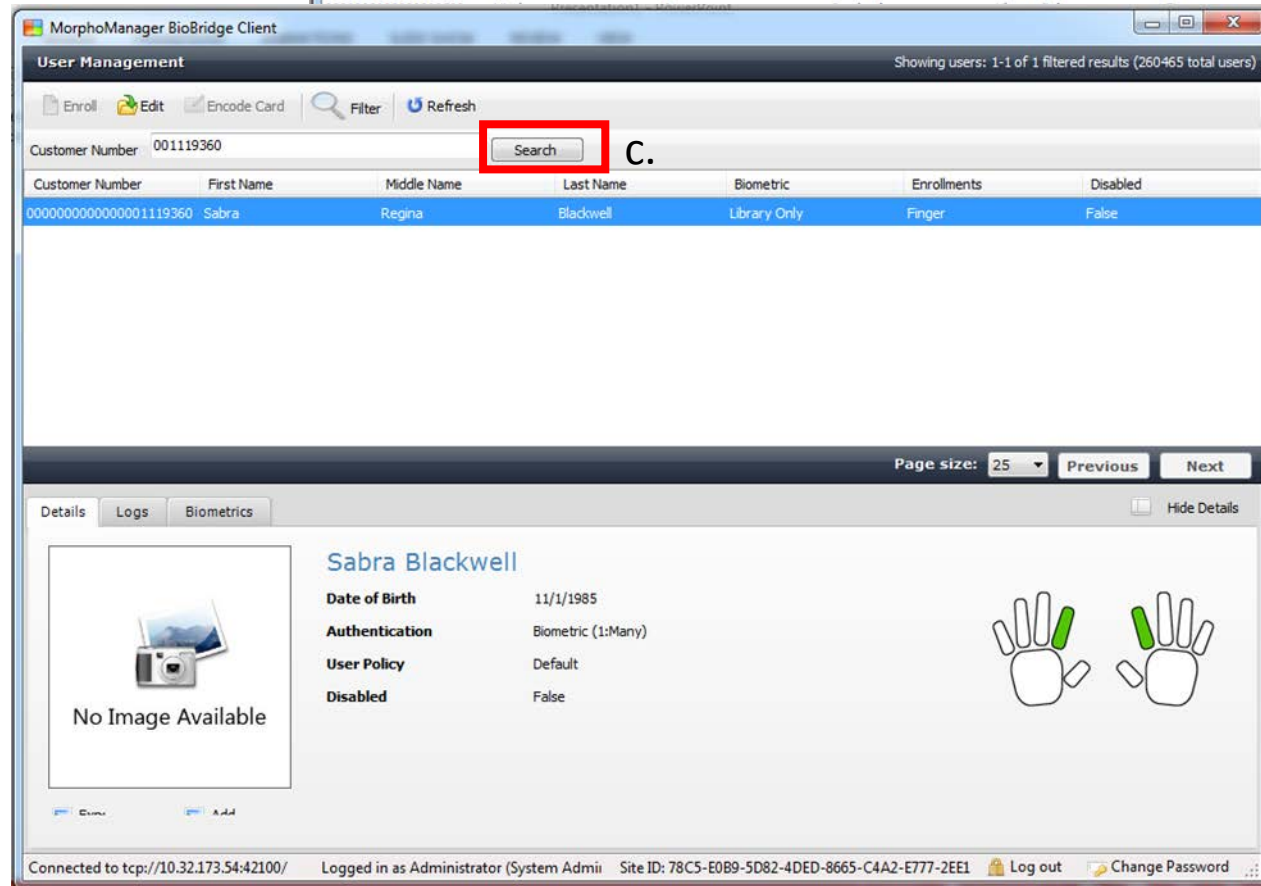
- a. On the desktop, double click “MorphoManager BioBridge Enrollment Client” (note: it will automatically log in)
- b. Place cursor in the Customer Number box and swipe PantherCard. PantherID Number will be entered.
- c. Click Search. The Patron’s Information will be displayed.



b.

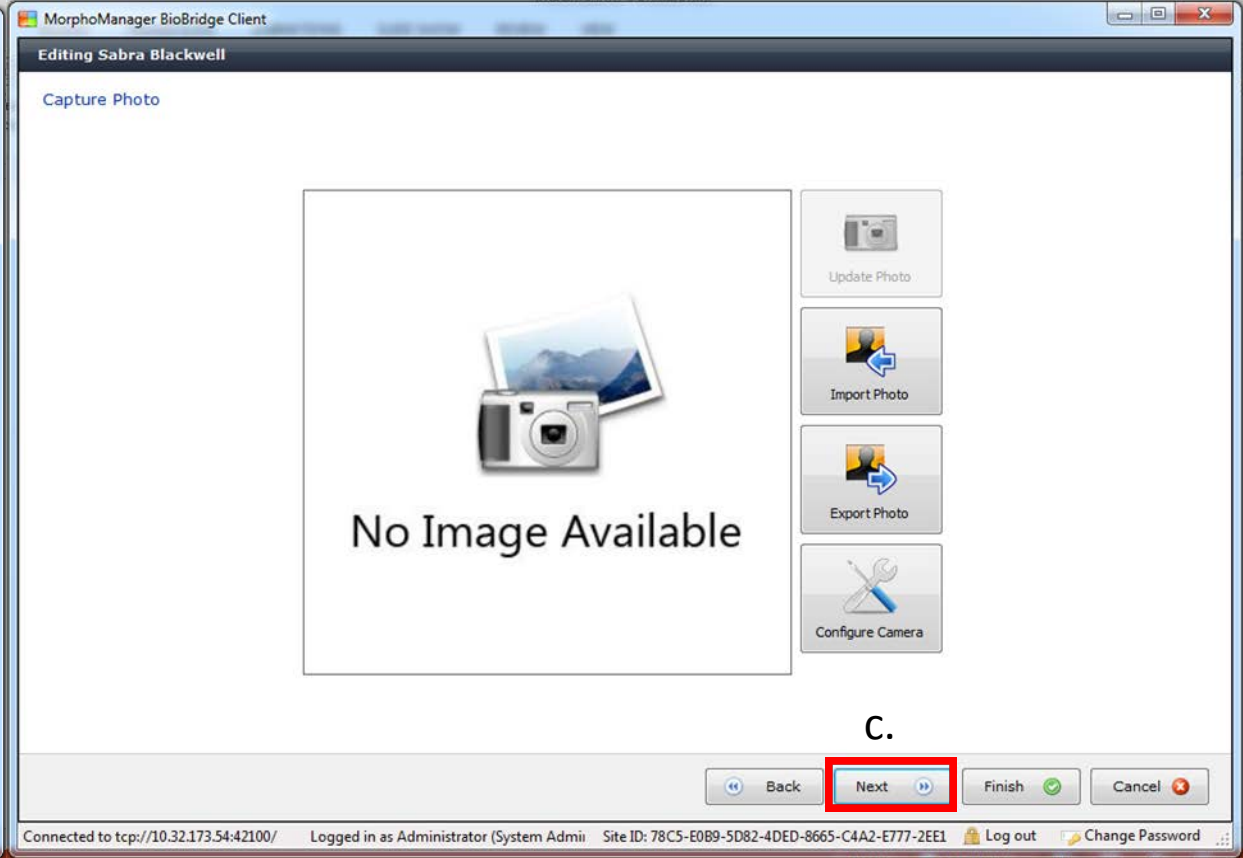
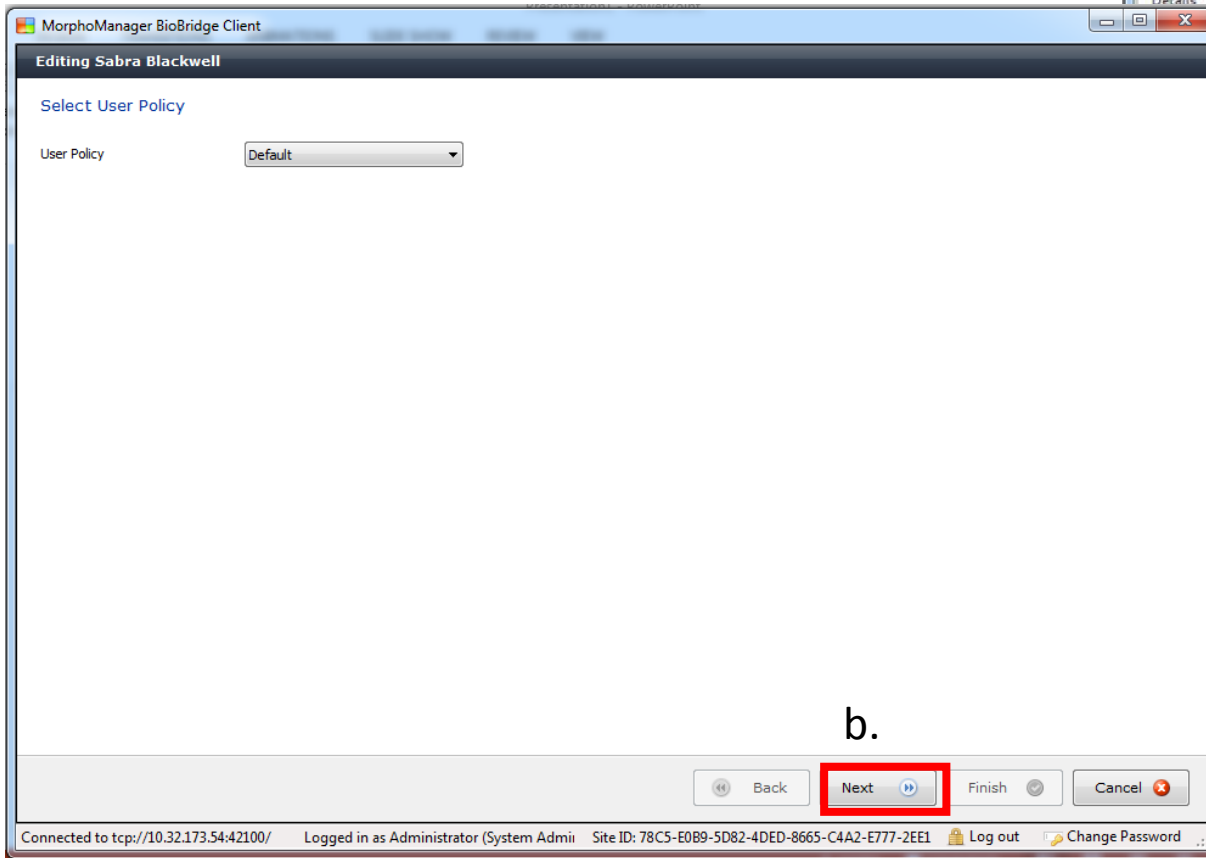
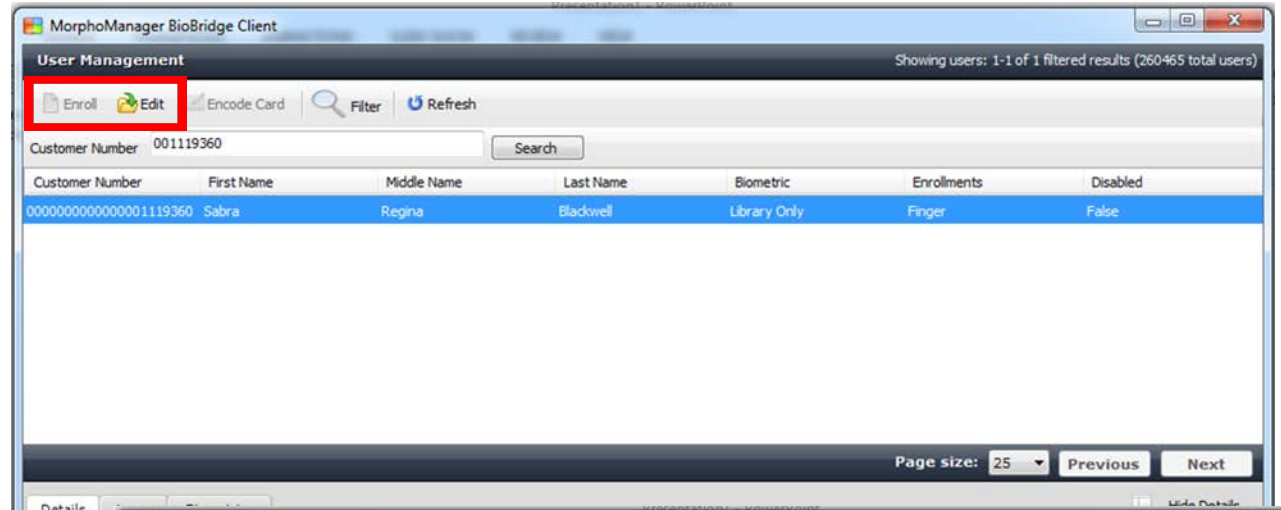


c.



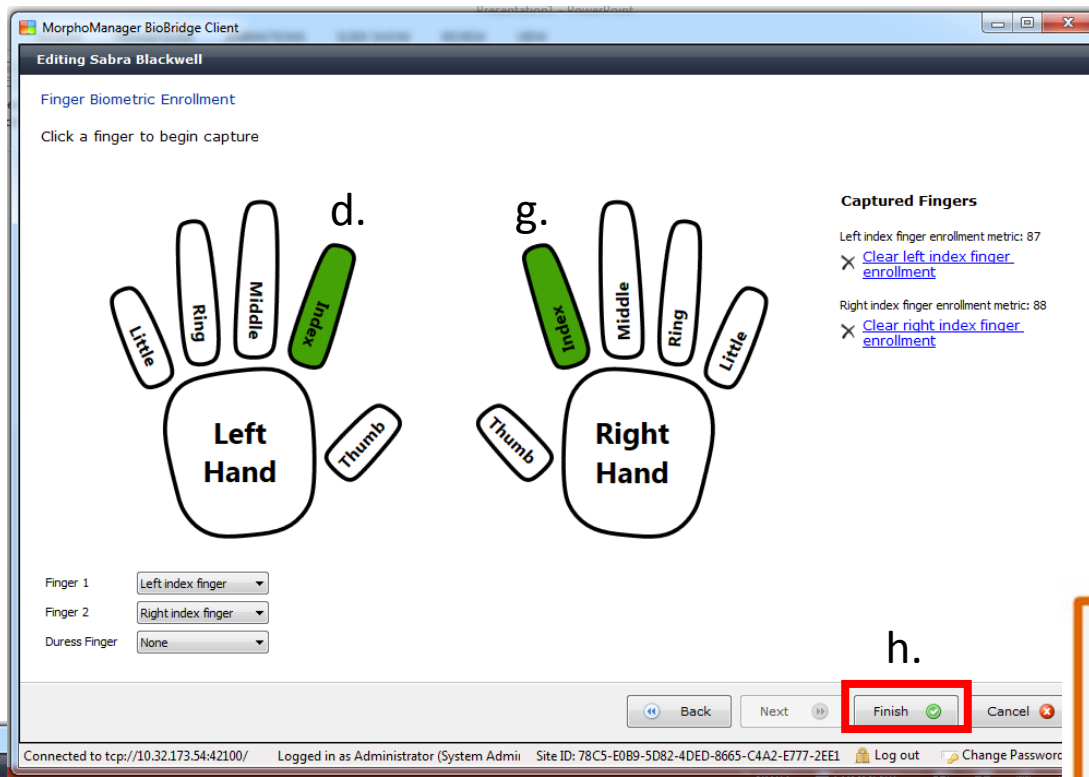
5. Enroll Patron

- a. With the patron's name selected, click Enroll/Edit.
(note: if the patron has not been enrolled, click Enroll. If the patron needs to be enrolled again, click Edit.)
- b. Click Next.
- c. Click Next.

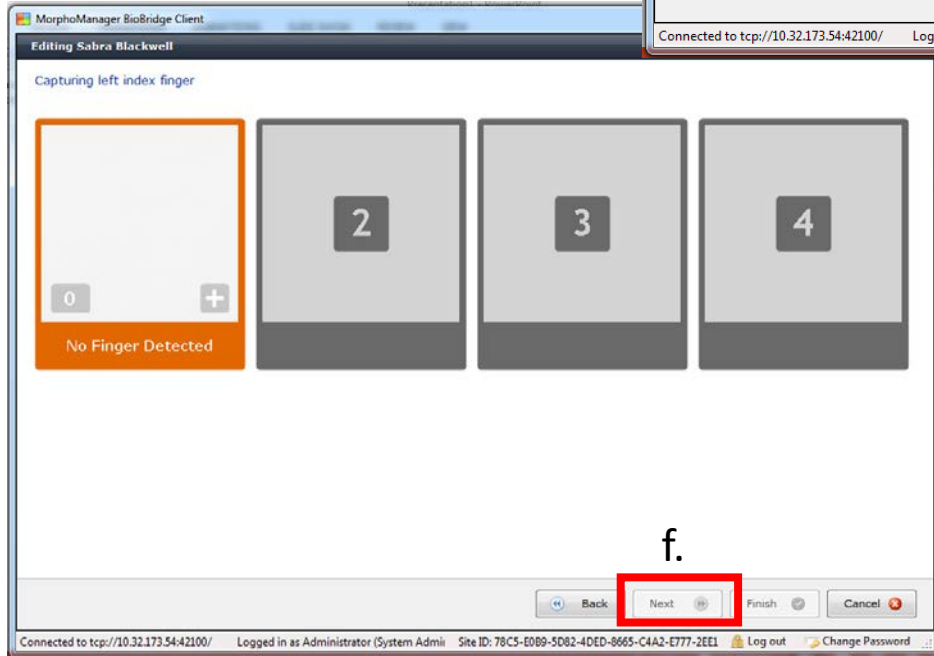


5. Enroll Patron (*continued*)

- d. Click Left Hand Index Finger
- e. Follow Prompts to capture finger (4 times)
- f. After finished with first finger, click “Next.”
- g. Repeat steps for Right Hand Index Finger.
- h. Once complete, click “Finish”



e.



Possible prompts:

- No Finger Detected
- Move Finger Up
- Capture Complete
- Remove Finger

