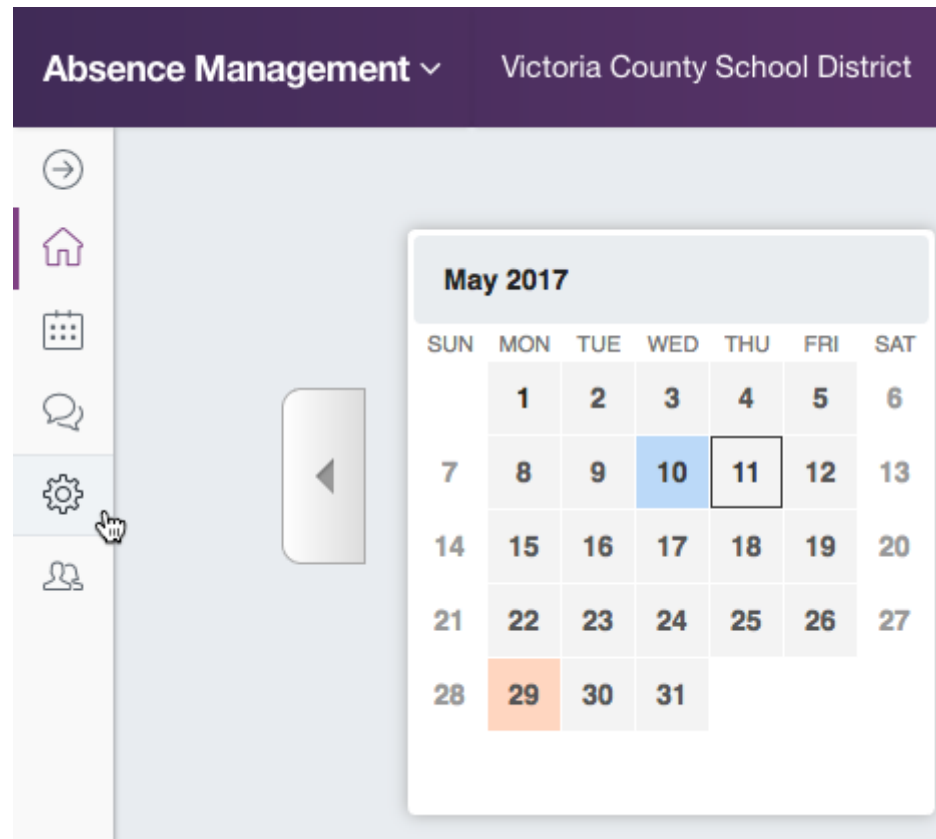


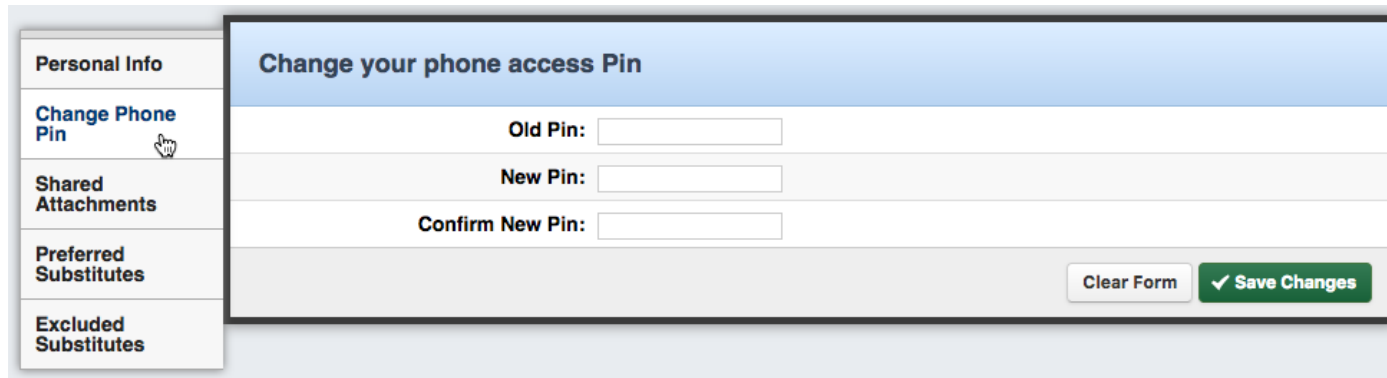
Changing Your PIN

absence-help.frontlineeducation.com/hc/en-us/articles/115003265747-Changing-Your-PIN

Your PIN is an important number. It is your password to log in to absence management. The system allows you to quickly and easily change your PIN any time you need to. Get to the "Change PIN" screen by clicking the **Account** option in the side navigation.



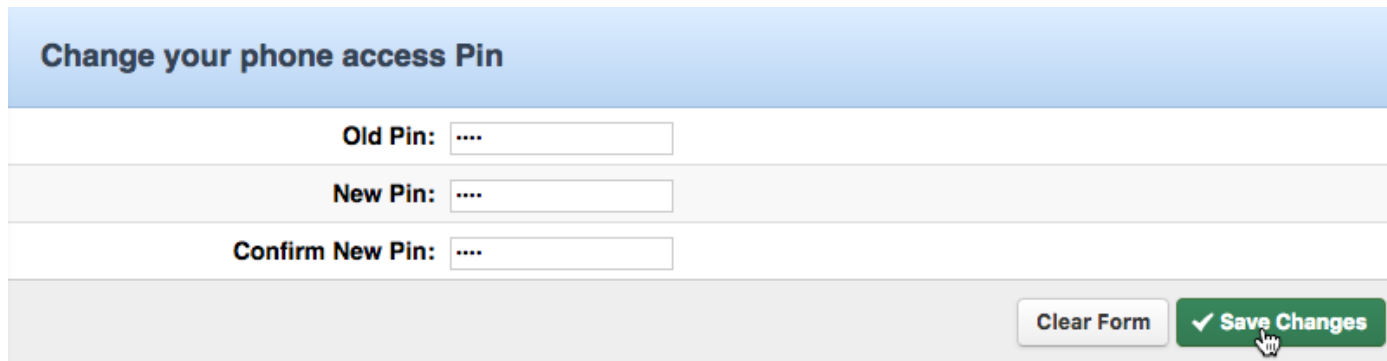
Now click the **Change Phone PIN** tab on the left of the page.



The image shows a sidebar menu on the left with five items: 'Personal Info', 'Change Phone Pin', 'Shared Attachments', 'Preferred Substitutes', and 'Excluded Substitutes'. The 'Change Phone Pin' item is highlighted with a mouse cursor. To the right, a form titled 'Change your phone access Pin' is displayed. The form has a blue header bar with the title. Below the header, there are three input fields: 'Old Pin:', 'New Pin:', and 'Confirm New Pin:'. At the bottom right of the form, there are two buttons: 'Clear Form' and 'Save Changes' (which is green and has a checkmark icon).

To change your PIN:

- Enter your old PIN number
- Enter your new 4-digit PIN number
- Re-enter the new PIN number



This is a close-up view of the 'Change your phone access Pin' form. The title 'Change your phone access Pin' is in a blue header bar. Below the header, there are three input fields: 'Old Pin:', 'New Pin:', and 'Confirm New Pin:'. At the bottom right, there are two buttons: 'Clear Form' and 'Save Changes' (which is green and has a checkmark icon). A mouse cursor is pointing at the 'Save Changes' button.

Once you're completed this, click the green **Save Changes** button to save.

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