# Changing Your PIN

----------------------------------------------------------------

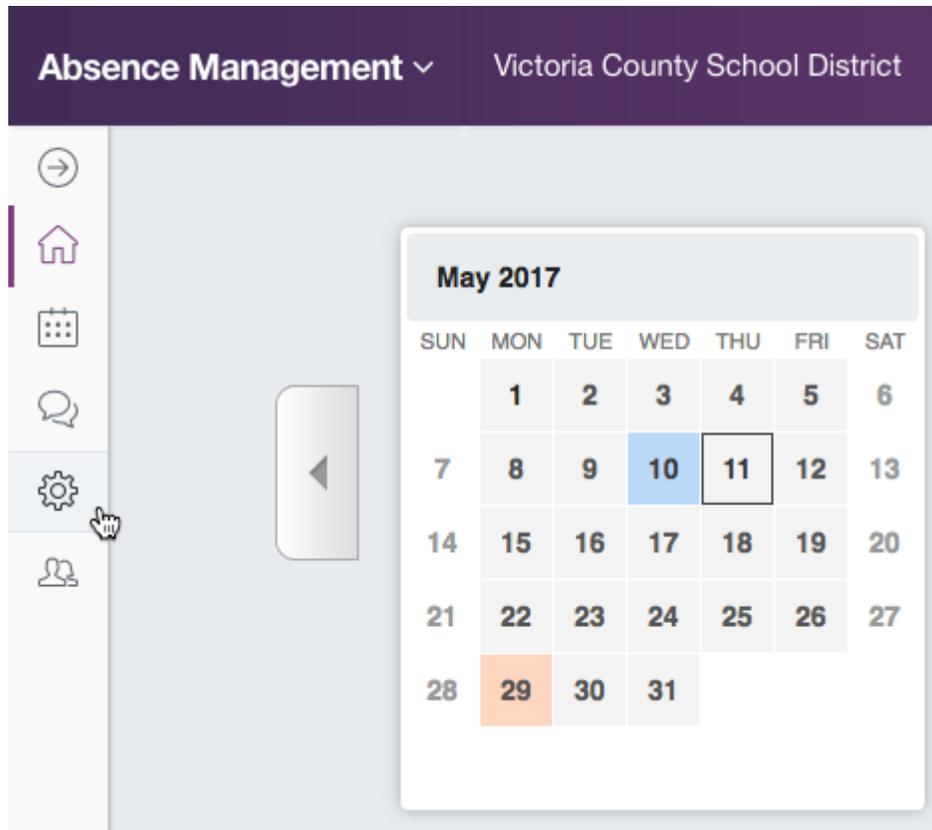🌐 **absence-help.frontlineeducation.com**/hc/en-us/articles/115003265747-Changing-Your-PIN

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.



To change your PIN:

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

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

Was this article helpful?

Have more questions? Submit a request

## Recently viewed articles

© Copyright 2019 Frontline Education