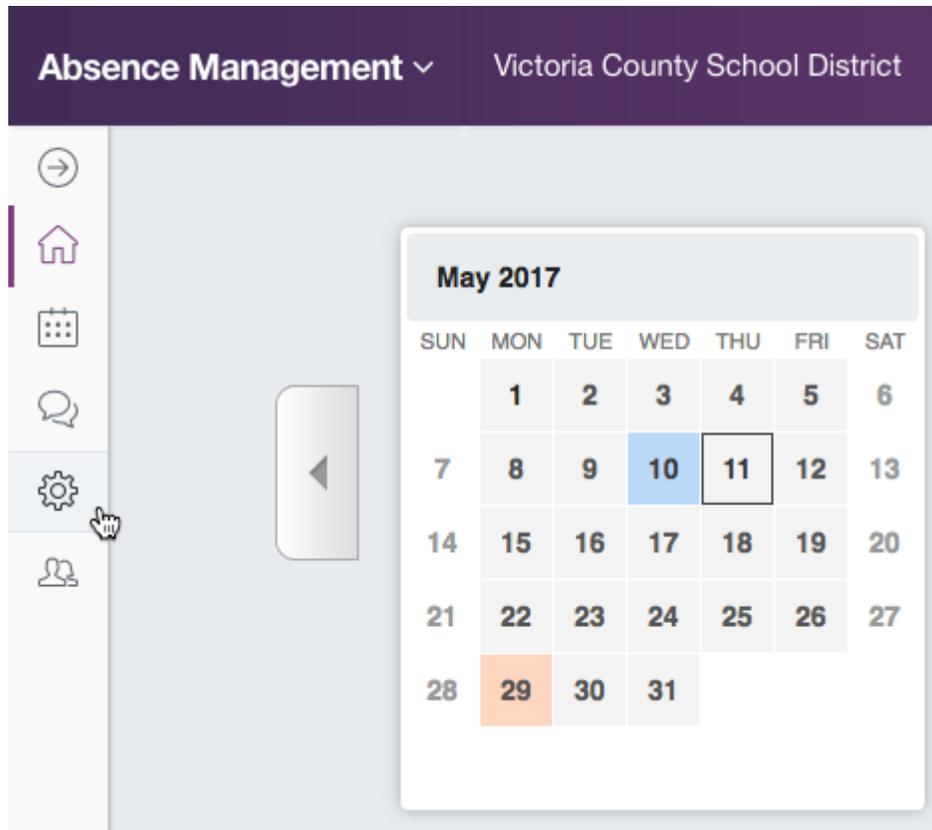


Changing Your PIN

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.

Personal Info	Change your phone access Pin
Change Phone Pin	Old Pin: <input type="text"/>
Shared Attachments	New Pin: <input type="text"/>
Preferred Substitutes	Confirm New Pin: <input type="text"/>
Excluded Substitutes	<input type="button" value="Clear Form"/> <input type="button" value="Save Changes"/>

To change your PIN:

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

Change your phone access Pin

Old Pin:

New Pin:

Confirm New Pin:

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

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