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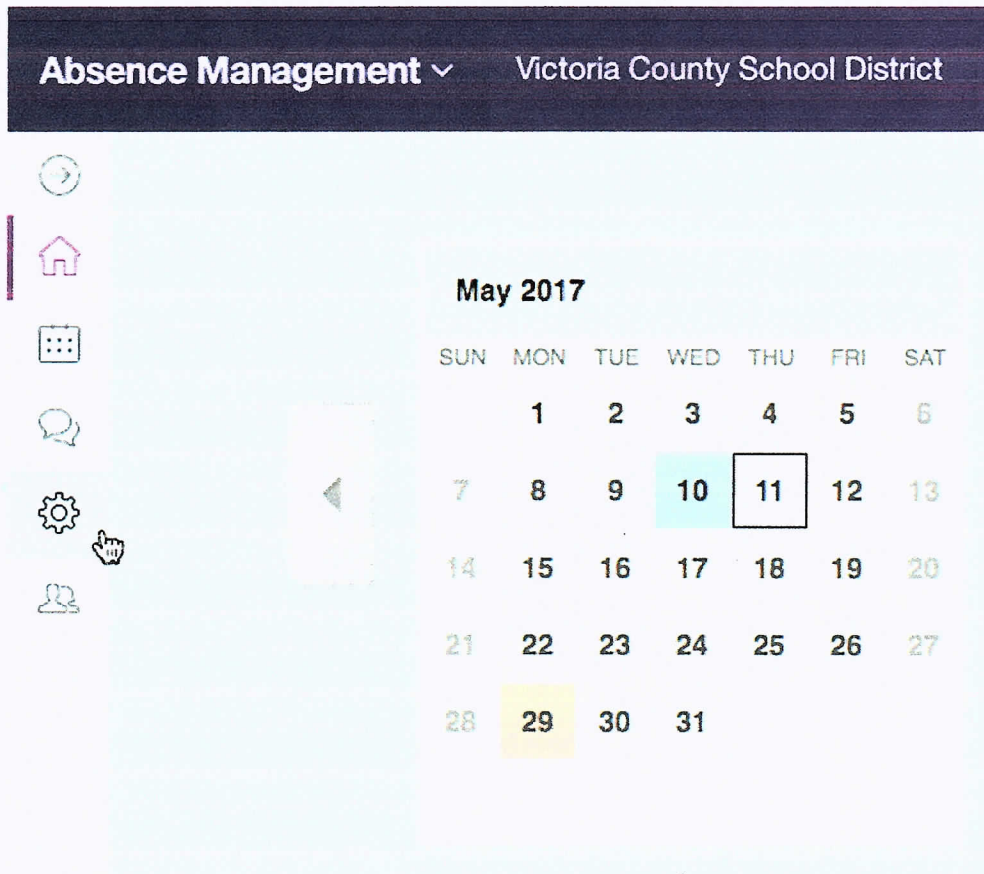
Now click the **Change Phone PIN** tab on the left of the page.

To change your PIN:

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

Change your phone access Pin

Old Pin: ····

New Pin: ····

Confirm New Pin: ····

Clear Form ✓ Save Changes

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

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