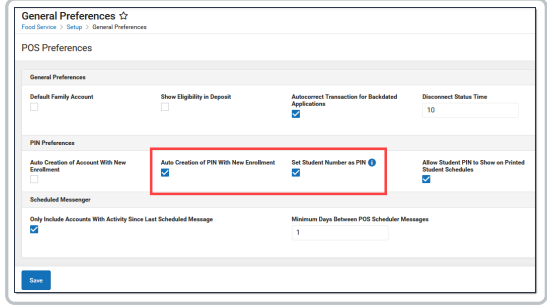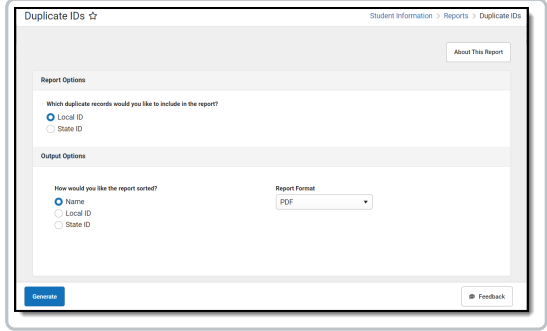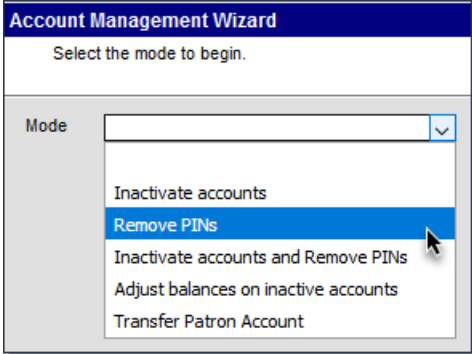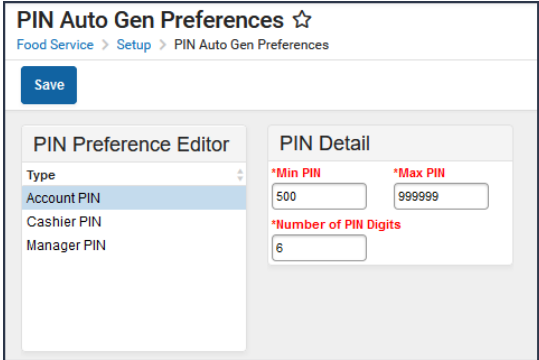# Student Number as PIN Setup Workflow

Last Modified on 12/14/2025 8:45 pm CST

This article provides the steps you must complete for setting up Campus to use the Student Number as PIN tool. For more information about this tool see the Set Student Number as Pin Wizard article.

Step	Action	Example
1	Tool Search: System Preferences Turn on the Student Number as PIN feature by setting the System Preference **Allow access to Student Number as PIN Features** to **Yes**.	
2	Tool Search: General Preferences Mark the following checkboxes on the POS Preferences > General tab. • **Auto creation of PIN # when a new enrollment record is added** • **Auto creation of PIN - Use Student Number as PIN**	
3	Tool Search: Duplicate IDs Use the Duplicate IDs Report to check for and fix duplicate student IDs.	

Step	Action	Example
4	Tool Search: Account Management Wizard Use the Account Management Wizard to remove PINs from inactive students.	**Account Management Wizard** Select the mode to begin. Mode [▼] Inactivate accounts Remove PINs Inactivate accounts and Remove PINs Adjust balances on inactive accounts Transfer Patron Account
5	Tool Search: PIN Auto Gen Preferences To avoid creating PINs that conflict with student IDs, set the Account PIN Number of PIN Digits to a number that does NOT equal the same number of digits as a student ID.	**PIN Auto Gen Preferences ☆** Food Service > Setup > PIN Auto Gen Preferences Save **PIN Preference Editor** Type Account PIN Cashier PIN Manager PIN **PIN Detail** *Min PIN [500] *Max PIN [999999] *Number of PIN Digits [6]
6	Tool Search: Set Student Number as PIN Wizard Run the Student Number as PIN wizard. Run the Wizard in Test mode, resolve any errors, then run in Update mode.	Set Student Number as PIN Wizard ☆ Set Student Number as PIN The Set Student Number as Pin Wizard updates student PINs to be the same as their Student Number when the student has an active or future dated Enrollment record. If the PIN is already the Students Number, no changes are made. After running the wizard, a report provides a list of the accounts for which the PIN could not be updated. Warning Before you begin, verify your Student Numbers are formatted correctly. PIN pads accept numbers only. PINs with letters or symbols can only be entered using barcode scanners. Sort Options [Last Name ▼] Report Format ⦿ PDF ○ CSV [Test] [Run Update] Refresh Show top [50 ▼] tasks submitted between [09/24/2020] and [09/31/2020] Batch Queue List Queued Time Report Title Status Download