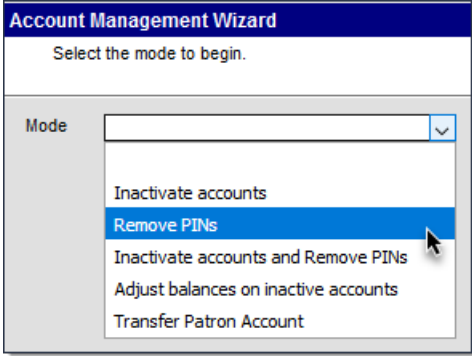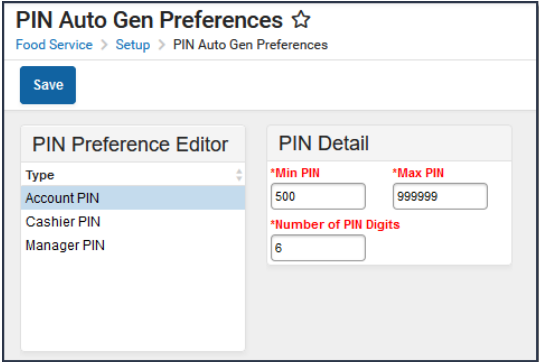# Student Number as PIN Setup Workflow

Last Modified on 10/21/2024 8:20 am CDT

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.	
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.	
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.	