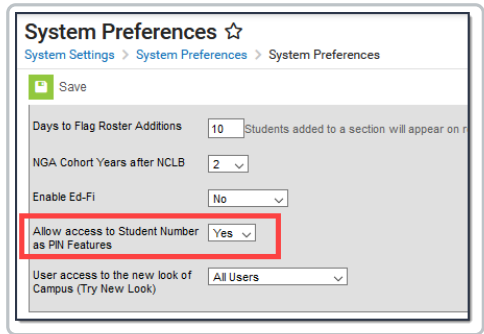
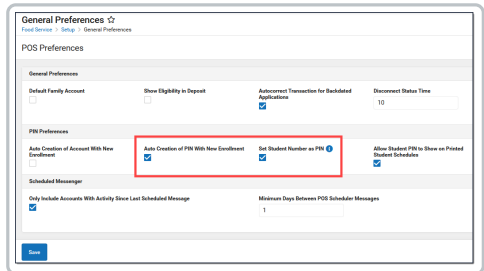
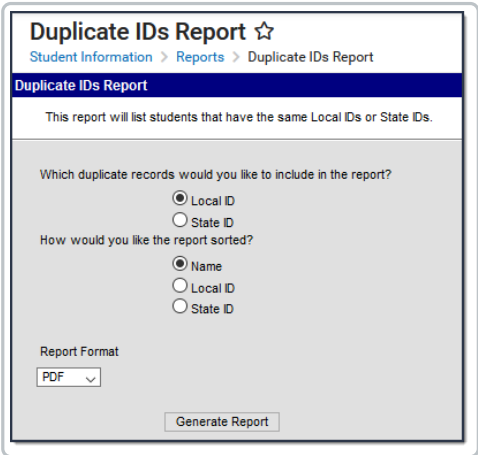
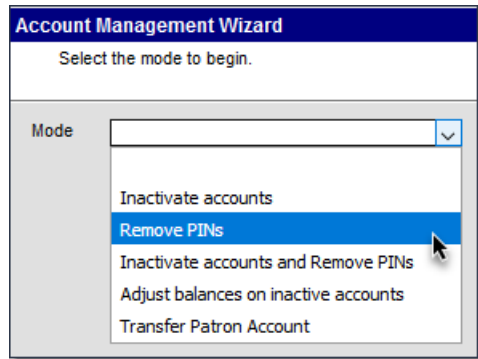
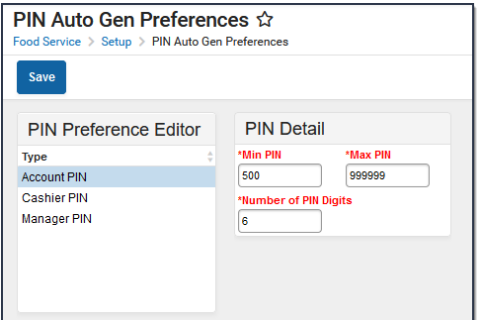


Student Number as PIN Setup Workflow

Last Modified on 03/21/2024 11:28 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	<p>Classic View: System Administration > Preferences > System Preferences > Allow access to Student Number as PIN Features</p> <p>Search Terms: System Preferences</p> <p>Turn on the Student Number as PIN feature by setting the System Preference Allow access to Student Number as PIN Features to Yes.</p>	 <p>The screenshot shows the 'System Preferences' window. Under the 'System Preferences' tab, the 'Allow access to Student Number as PIN Features' checkbox is checked and highlighted with a red box. Other settings visible include 'Days to Flag Roster Additions' set to 10, 'NGA Cohort Years after NCLB' set to 2, 'Enable Ed-Fi' set to No, and 'User access to the new look of Campus (Try New Look)' set to All Users.</p>
2	<p>Classic View: Point of Sale > POS Preferences > General</p> <p>Search Terms: POS Preferences</p> <p>Mark the following checkboxes on the POS Preferences > General tab.</p> <ul style="list-style-type: none"> • Auto creation of PIN # when a new enrollment record is added • Auto creation of PIN - Use Student Number as PIN 	 <p>The screenshot shows the 'General Preferences' window, specifically the 'POS Preferences' tab. Under the 'PIN Preferences' section, the checkboxes for 'Auto Creation of PIN With New Enrollment' and 'Set Student Number as PIN' are both checked and highlighted with a red box. Other settings visible include 'Default Family Account' set to No, 'Show Eligibility in Deposit' set to No, 'Automatic Transaction for Scheduled Applications' checked, 'Disconnect Status Time' set to 10, and 'Allow Student PIN to Show on Printed Student Schedules' checked.</p>

Step	Action	Example
3	<p>Classic View: Student Information > Reports > Duplicate IDs</p> <p>Search Terms: Duplicate ID</p> <p>Use the Duplicate IDs Report to check for and fix duplicate student IDs.</p>	
4	<p>Classic View: Point of Sale > Account Maintenance > Account Management Wizard</p> <p>Search Terms: Account Management</p> <p>Use the Account Management Wizard to remove PINs from inactive students.</p>	
5	<p>Classic View: Point of Sale > POS Preferences > PIN Auto Generate</p> <p>Search Terms: PIN Auto Gen</p> <p>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.</p>	
6	<p>Classic View: Point of Sale > Account Maintenance > Set Student Number as PIN Wizard</p> <p>Search Terms: Set Student Number</p> <p>Run the Student Number as PIN wizard.</p> <p>Run the Wizard in Test mode, resolve any errors, then run in Update mode.</p>	