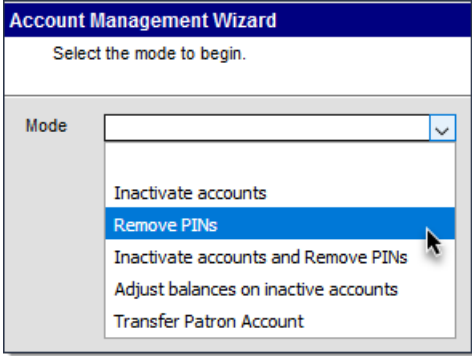
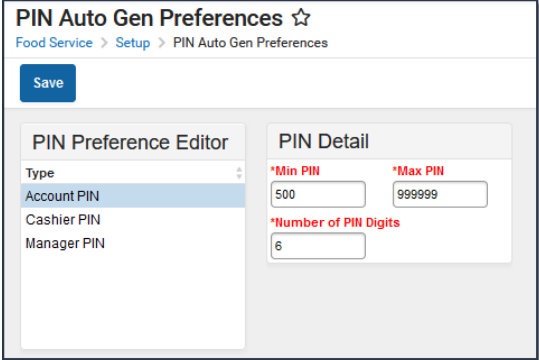
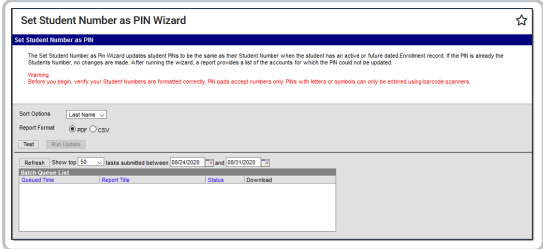


Student Number as PIN Setup Workflow

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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>Tool Search: 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' page. Under the 'System Preferences' section, the 'Allow access to Student Number as PIN Features' checkbox is checked and highlighted with a red box. Other settings 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>Tool Search: General 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' page under 'POS Preferences'. In the 'PIN Preferences' section, the 'Auto Creation of PIN With New Enrollment' and 'Set Student Number as PIN' checkboxes are checked and highlighted with a red box. Other settings include 'Default Family Account' (unchecked), 'Show Eligibility in Deposit' (unchecked), 'Autocorrect Transaction for Backdated Applications' (checked), 'Disconnect Status Time' (10), 'Auto Creation of Account With New Enrollment' (checked), and 'Allow Student PIN to Show on Printed Student Schedules' (checked).</p>
3	<p>Tool Search: Duplicate IDs</p> <p>Use the Duplicate IDs Report to check for and fix duplicate student IDs.</p>	<p>The screenshot shows the 'Duplicate IDs' report configuration page. Under 'Report Options', 'Local ID' is selected. Under 'Output Options', 'Name' is selected for the report order and 'PDF' is selected for the report format.</p>

Step	Action	Example
4	<p>Tool Search: Account Management Wizard</p> <p>Use the Account Management Wizard to remove PINs from inactive students.</p>	 <p>The screenshot shows the 'Account Management Wizard' interface. At the top, it says 'Select the mode to begin.' Below this is a 'Mode' dropdown menu. The dropdown is open, showing several options: 'Inactivate accounts', 'Remove PINs' (which is highlighted in blue), 'Inactivate accounts and Remove PINs', 'Adjust balances on inactive accounts', and 'Transfer Patron Account'.</p>
5	<p>Tool Search: PIN Auto Gen Preferences</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>	 <p>The screenshot shows the 'PIN Auto Gen Preferences' page. It has a breadcrumb trail: 'Food Service > Setup > PIN Auto Gen Preferences'. There is a 'Save' button at the top left. The page is divided into two main sections: 'PIN Preference Editor' and 'PIN Detail'. In the 'PIN Preference Editor', 'Account PIN' is selected. In the 'PIN Detail' section, there are three input fields: '*Min PIN' (set to 500), '*Max PIN' (set to 999999), and '*Number of PIN Digits' (set to 6).</p>
6	<p>Tool Search: Set Student Number as PIN Wizard</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>	 <p>The screenshot shows the 'Set Student Number as PIN Wizard' interface. At the top, it says 'Set Student Number as PIN Wizard'. Below this is a warning message: 'Warning: Before you begin, verify your Student Numbers are formatted correctly. PINs accept numbers only. PINs with letters or symbols can only be entered using barcode scanners.' There are 'Sort Options' (Last Name), 'Report Format' (PDF, CSV), and a 'Test' button. At the bottom, there are 'Refresh', 'Show for 30', 'Tasks submitted between 10/14/2023 and 10/11/2023', and buttons for 'Default Print', 'Report Print', 'Status', and 'Download'.</p>