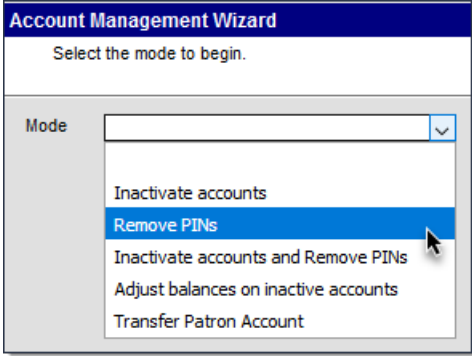
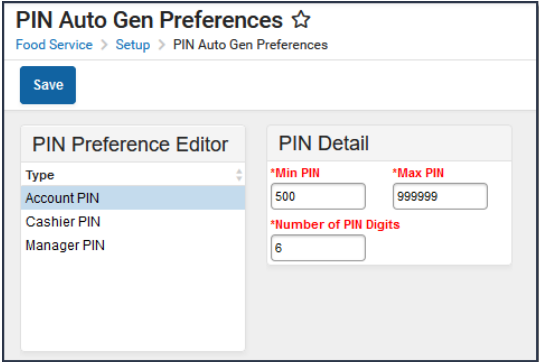


# Student Number as PIN Setup Workflow

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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 <a href="#">System Preference Allow access to Student Number as PIN Features</a> to <b>Yes</b>.</p>	<p>The screenshot shows the 'System Preferences' interface. 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 <a href="#">POS Preferences &gt; General</a> tab.</p> <ul style="list-style-type: none"> <li>• <b>Auto creation of PIN # when a new enrollment record is added</b></li> <li>• <b>Auto creation of PIN - Use Student Number as PIN</b></li> </ul>	<p>The screenshot shows the 'General Preferences' section of the 'POS Preferences' tool. Two checkboxes are checked and highlighted with a red box: 'Auto Creation of PIN With New Enrollment' and 'Set Student Number as PIN'. Other visible settings include 'Default Family Account', 'Show Eligibility in Deposit', 'Autocorrect Transaction for Backdated Applications', 'Disconnect Status Time', 'Auto Creation of Account With New Enrollment', 'Scheduled Messenger', and 'Minimum Days Between POS Scheduler Messages'.</p>
3	<p>Tool Search: Duplicate IDs</p> <p>Use the <a href="#">Duplicate IDs Report</a> to check for and fix duplicate student IDs.</p>	<p>The screenshot shows the 'Duplicate IDs' report configuration screen. Under 'Report Options', 'Local ID' is selected. Under 'Output Options', 'Name' is selected for the report format, and 'PDF' is selected for the report format.</p>

Step	Action	Example
4	<p>Tool Search: Account Management Wizard</p> <p>Use the <a href="#">Account Management Wizard</a> to remove PINs from inactive students.</p>	
5	<p>Tool Search: PIN Auto Gen Preferences</p> <p>To avoid creating PINs that conflict with student IDs, set the Account PIN <a href="#">Number of PIN Digits</a> to a number that does NOT equal the same number of digits as a student ID.</p>	
6	<p>Tool Search: Set Student Number as PIN Wizard</p> <p>Run the <a href="#">Student Number as PIN</a> wizard.</p> <p>Run the Wizard in Test mode, resolve any errors, then run in Update mode.</p>	