



The  
Frederick  
Gunn  
School

# Printing

Getting your PIN

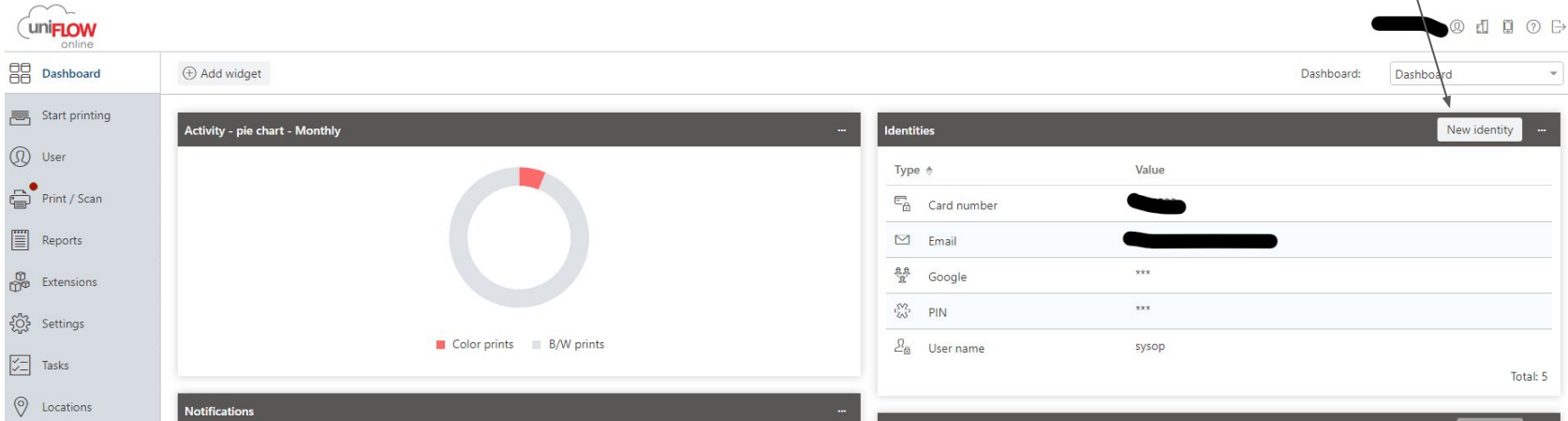
# Step 1

You need your PIN in order to retrieve your print jobs. Follow these steps to set your PIN.

First: Go to <https://frederickgunn.us.uniflowonline.com/#Dashboard/> and sign in with your FGS Google credentials.

You should see the screen below.

New Identity Button



The screenshot displays the uniFLOW online dashboard interface. On the left is a navigation sidebar with icons for Dashboard, Start printing, User, Print / Scan, Reports, Extensions, Settings, Tasks, and Locations. The main content area is divided into two panels. The top-left panel, titled 'Activity - pie chart - Monthly', shows a donut chart with a legend for 'Color prints' (red) and 'B/W prints' (grey). The top-right panel, titled 'Identities', contains a table with columns 'Type' and 'Value'. A 'New identity' button is located in the top right corner of this panel, with an arrow pointing to it from the text 'New Identity Button' above. The table lists the following identities:

Type	Value
Card number	[Redacted]
Email	[Redacted]
Google	***
PIN	***
User name	sysop

Total: 5

# Step 2

Click the New Identity button on the left.

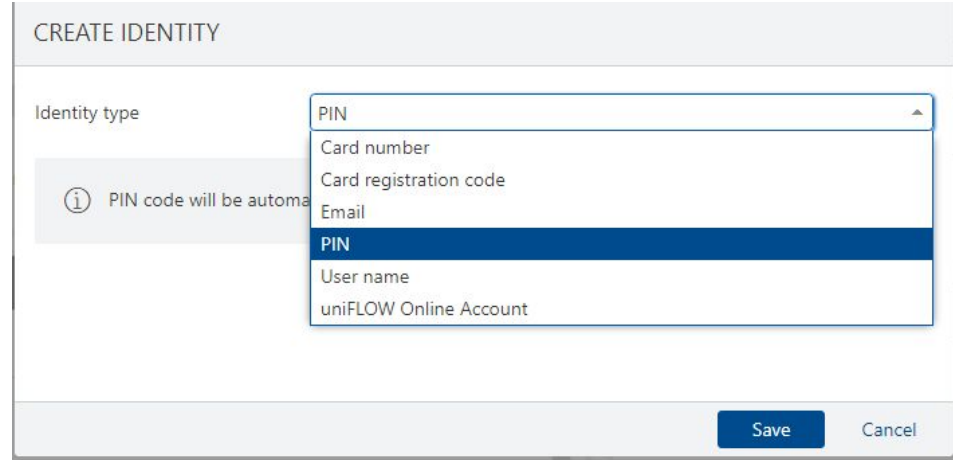
In the screen, choose PIN and SAVE

You will be emailed your PIN number.

**IMPORTANT:** Save this PIN number - you will need it to get your print jobs.

We suggest you either save the email or make a note on your phone with the PIN.

Finally, the PIN can be used to associate your FOB with your account, so you can get your print jobs using only your FOB.



The screenshot shows a web interface titled "CREATE IDENTITY". It features a form with a dropdown menu for "Identity type". The dropdown is open, showing a list of options: "PIN", "Card number", "Card registration code", "Email", "PIN" (highlighted in blue), "User name", and "uniFLOW Online Account". Below the dropdown, there is a grey box with an information icon and the text "PIN code will be automa". At the bottom right of the form, there are two buttons: "Save" and "Cancel".