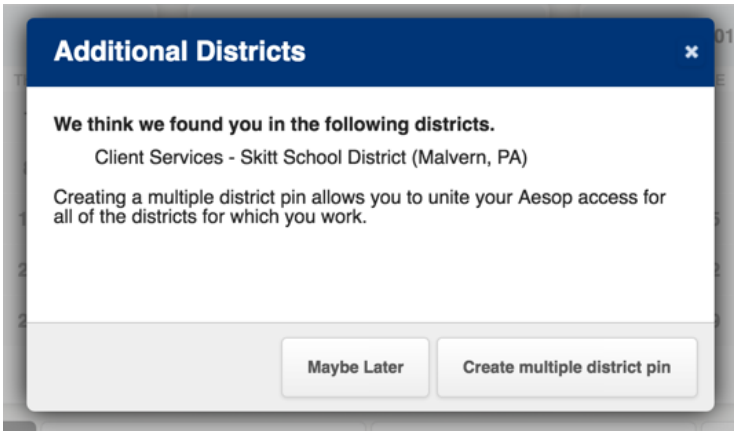
Multi-District PIN

If you work in multiple districts then you will need a multi-district PIN! This PIN allows you to sign in at all your locations and to collectively view your districts' data through your absence management application.

CREATING THE PIN

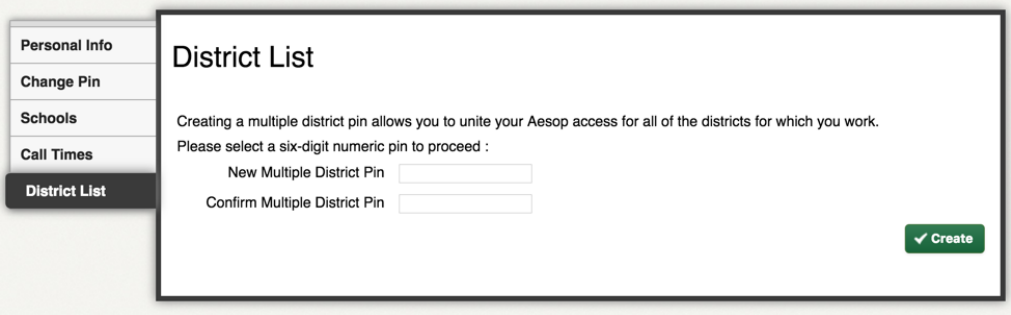
Once you sign in, the system will recognize that you work in different districts and should issue a prompt to create a multi-district PIN.



Follow this prompt and click the option titled **Create multiple district pin**.

If you do not see this message, please contact your system administrator.

On the new page that appears, simply type your new six-digit numeric PIN, enter it again in the confirmation box, and click Create once you are finished.



You can use this PIN number along with your ID number to access the system for any of your districts, and you can also use it when you receive a call from the system, regardless of the district for which the job is available.

ADDING DISTRICTS

After you create your multi-district PIN, the system will prompt you to add the district(s) you are associated with to your district list. Click **Add** to include a district.
Once complete, you can also add another district by clicking the **Add a different district** button (if needed).



You can now use your multi-district PIN to sign in at any of the districts on your list!

Keep in mind, you can access your "District List" section (within "Preferences") at any time to manage your district affiliations.

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