

Change PIN Tab

Click the **Change PIN** link of the My Information navigation bar in the **Substitute Self Service Center** to display the Change PIN tab, which you can use to change your Personal Identification Number (PIN), if necessary.

A screenshot of a web form titled "Change Pin". The form has a light gray header with the title. Below the header, there are two rows of text. The first row is "Current PIN:" followed by the value "792691". The second row is "New 6 digit PIN:" followed by a red asterisk and a yellow input field with a vertical cursor. At the bottom left of the form is a green button with the text "Save".

Change Pin

Current PIN: 792691

New 6 digit PIN: *

Save

To change your PIN:

- Enter the 6-digit number in the **New 6 digit PIN** field.
- Click the **Save** button.

Your PIN must be six digits and it must be unique among users. If you enter a number that is not unique, the system displays a message that asks you to try again.