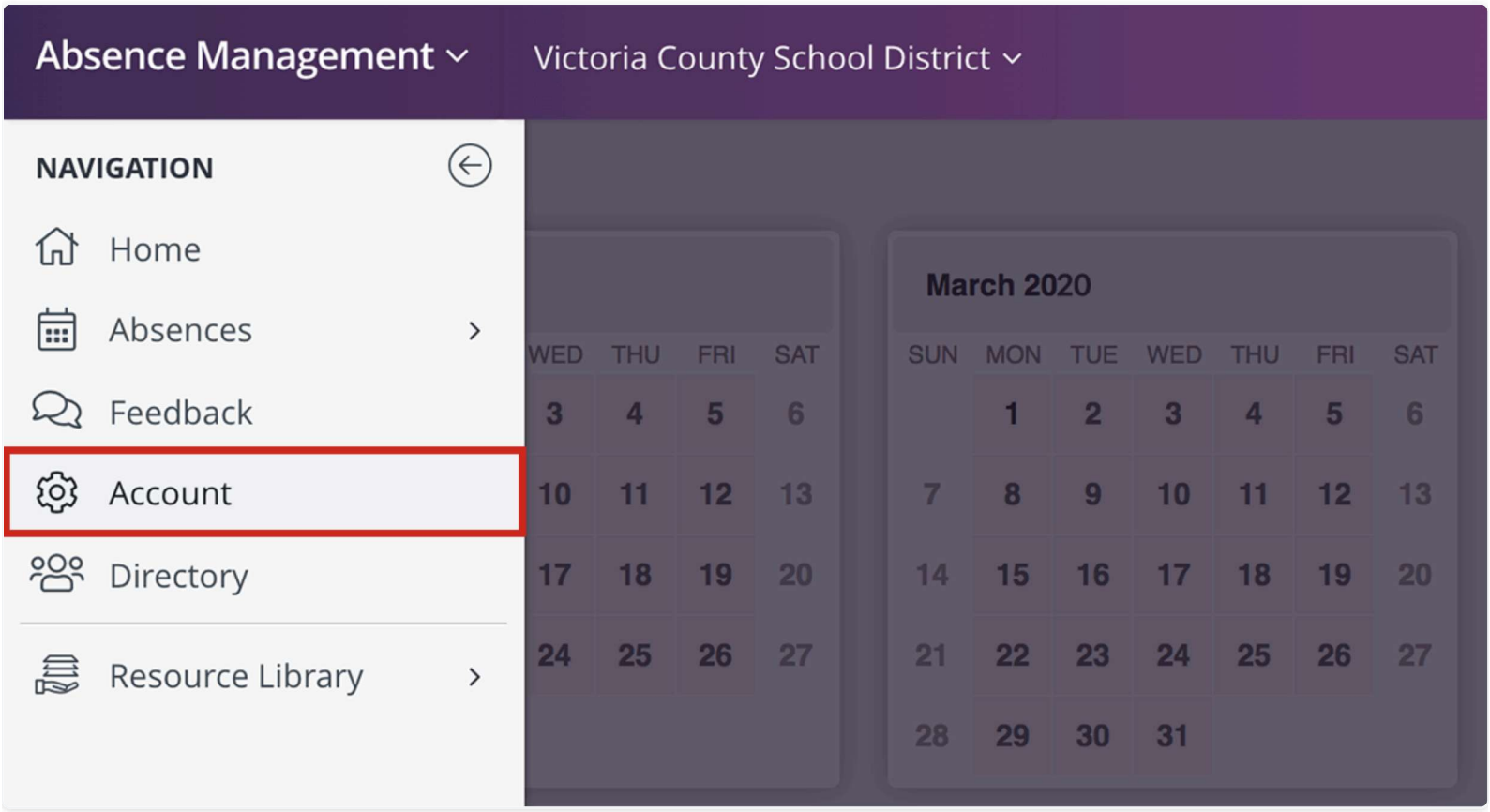
Changing or Recovering Your PIN

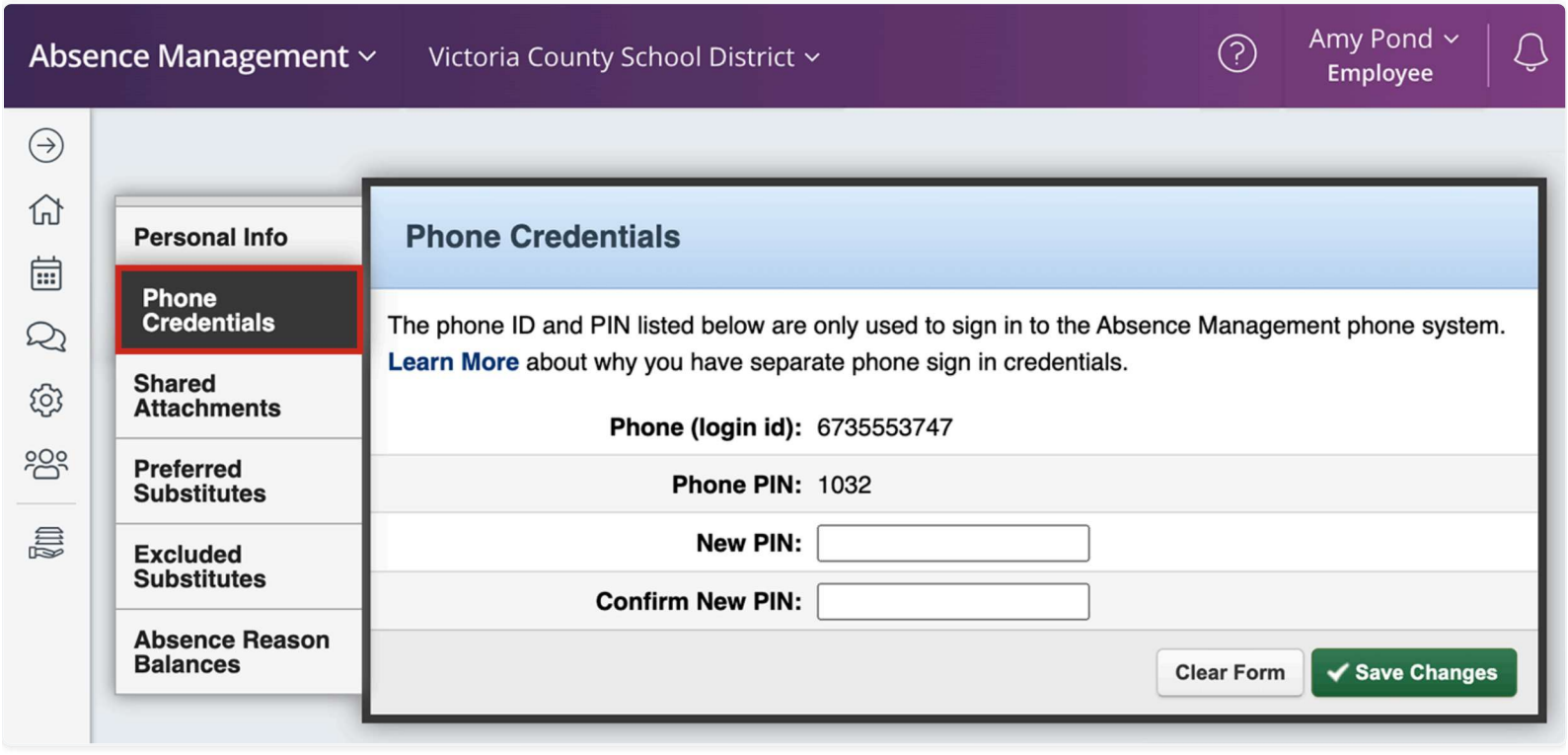
This article explains how to locate, change, or recover your PIN in Absence Management.

View or Update via Account

To locate or change your PIN, select the "**Account**" option in your application's side navigation.



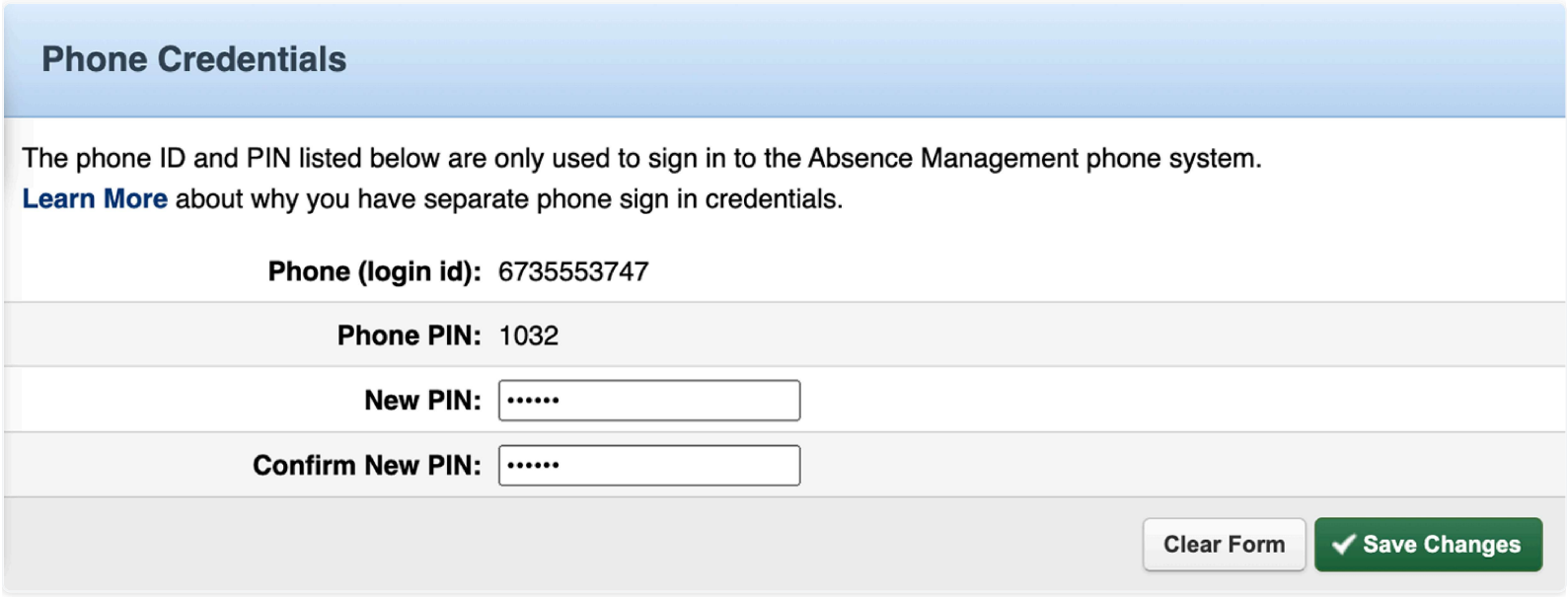
From the "Account" page, click the **Phone Credentials** option on the left.



The system will provide your phone login ID, as well as your current PIN and the option to change it.

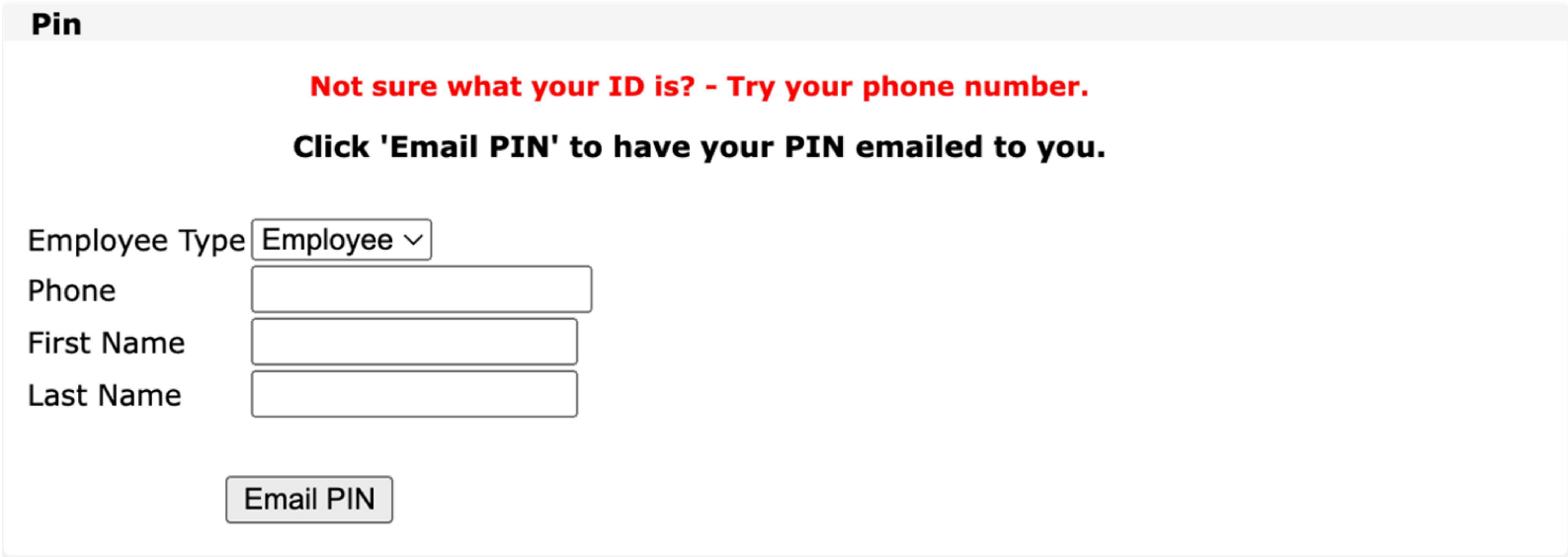
If you need to change the current PIN, enter the new numerical sequence in the "New PIN" entry box and re-enter it in the confirmation box.

Once you are finished, click **Save Changes**.



Retrieve Via PIN Recovery

If you are unable to log in and view your phone credentials, you can request they be sent to your email from the Absence Management PIN webpage.



- Select the **Employee** option from the "Employee Type" dropdown.
- Enter the phone number affiliated with your account
- Include your first and last name.
- Click the **Email PIN** button.

The system will send a recovery email where you can view your PIN.