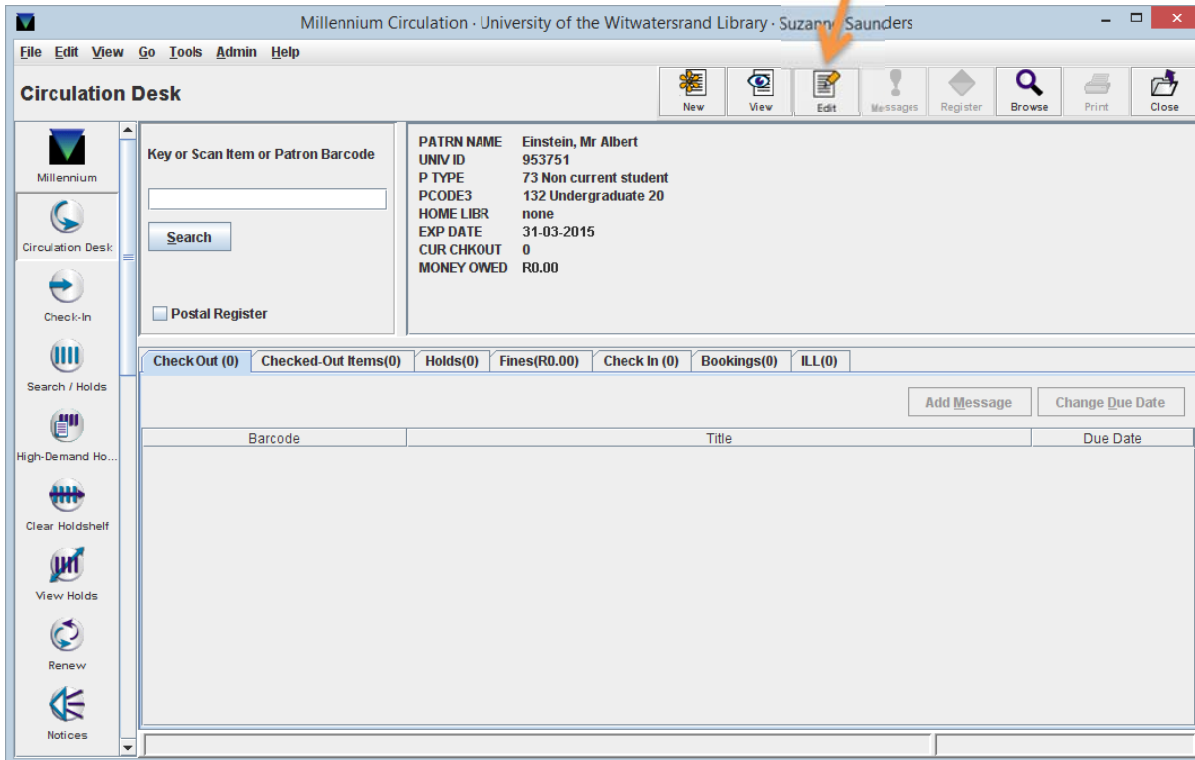
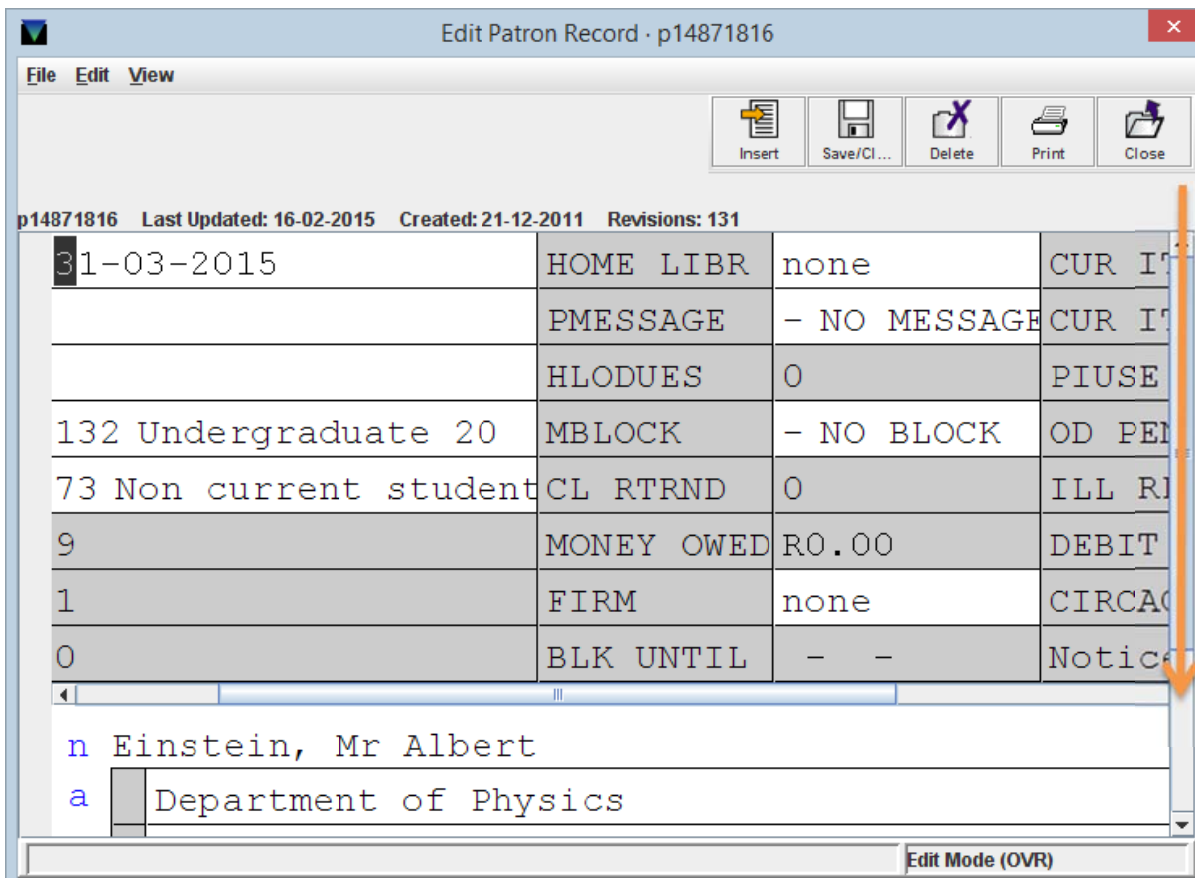


## How to edit a PIN

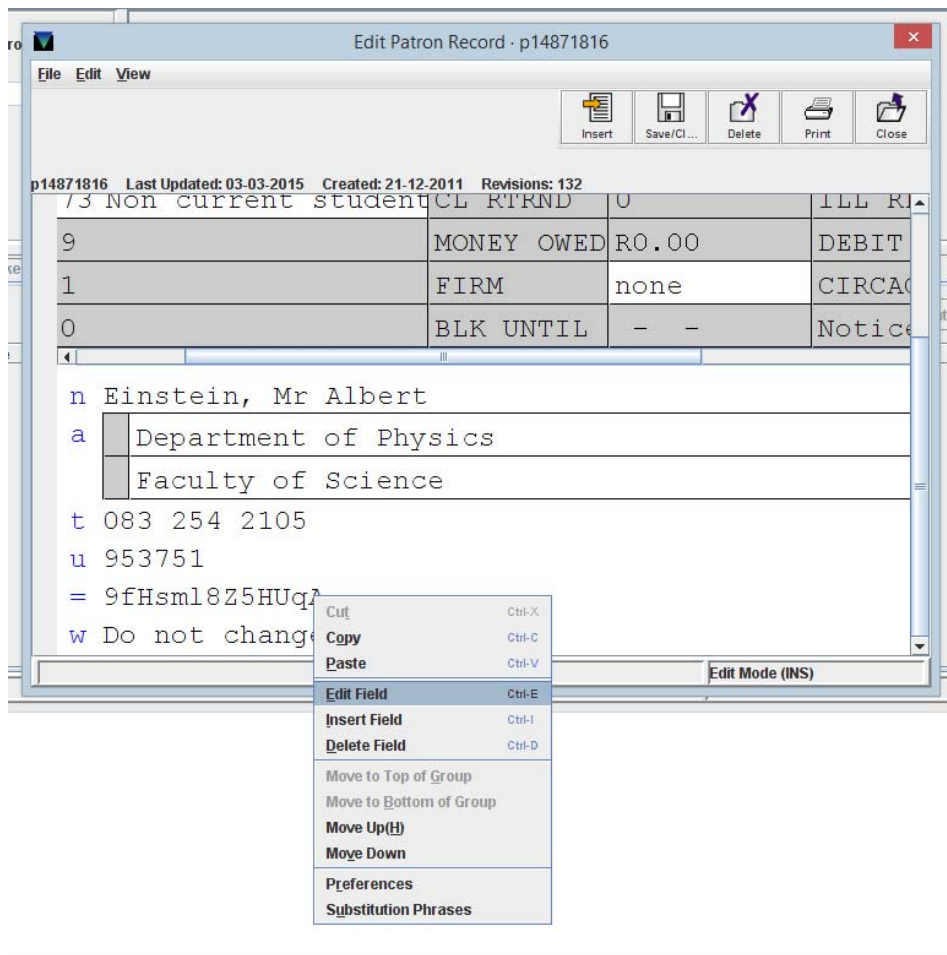
Open the student profile and click the edit button



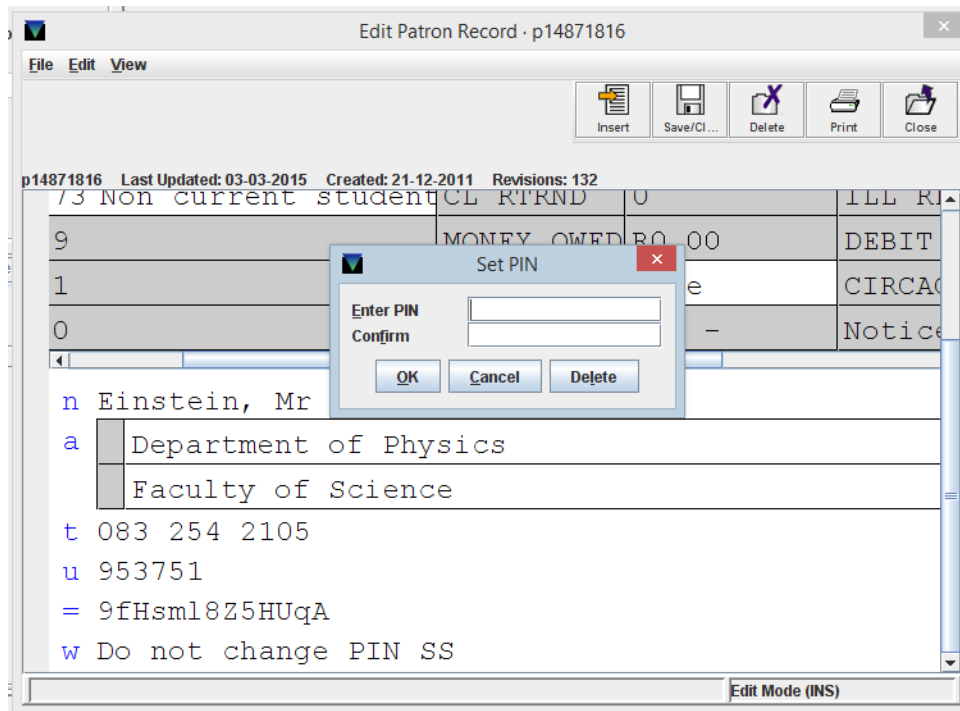
On the Edit screen scroll down till you find the PIN field.



Right click on the PIN field and select Edit



In the small screen that pops up enter a 6 digit (numbers only) PIN. OK and close the patron record.



If you are unable to edit PINs please ask your line manager or supervisor for assistance.