

Student Number as PIN Setup Workflow

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This article provides the steps you must complete for setting up Campus to use the [Student Number as PIN](#) tool. For more information about this tool see the [Set Student Number as Pin Wizard](#) article.

Step	Action	Example
1	<p>Classic View: System Administration > Preferences > System Preferences > Allow access to Student Number as PIN Features</p> <p>Search Terms: System Preferences</p> <p>Turn on the Student Number as PIN feature by setting the System Preference Allow access to Student Number as PIN Features to Yes.</p>	<p>The screenshot shows the 'System Preferences' interface. A red box highlights the 'Allow access to Student Number as PIN Features' dropdown menu, which is currently set to 'Yes'.</p>
2	<p>Classic View: Point of Sale > POS Preferences > General</p> <p>Search Terms: POS Preferences</p> <p>Mark the following checkboxes on the POS Preferences > General tab.</p> <ul style="list-style-type: none"> • Auto creation of PIN # when a new enrollment record is added • Auto creation of PIN - Use Student Number as PIN 	<p>The screenshot shows the 'General Preferences' interface for POS. A red box highlights two checkboxes under the 'PIN Preferences' section: 'Auto Creation of PIN With New Enrollment' and 'Set Student Number as PIN', both of which are checked.</p>

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3	<p>Classic View: Student Information > Reports > Duplicate IDs</p> <p>Search Terms: Duplicate ID</p> <p>Use the Duplicate IDs Report to check for and fix duplicate student IDs.</p>	
4	<p>Classic View: Point of Sale > Account Maintenance > Account Management Wizard</p> <p>Search Terms: Account Management</p> <p>Use the Account Management Wizard to remove PINs from inactive students.</p>	
5	<p>Classic View: Point of Sale > POS Preferences > PIN Auto Generate</p> <p>Search Terms: PIN Auto Gen</p> <p>To avoid creating PINs that conflict with student IDs, set the Account PIN Number of PIN Digits to a number that does NOT equal the same number of digits as a student ID.</p>	
6	<p>Classic View: Point of Sale > Account Maintenance > Set Student Number as PIN Wizard</p> <p>Search Terms: Set Student Number</p> <p>Run the Student Number as PIN wizard.</p> <p>Run the Wizard in Test mode, resolve any errors, then run in Update mode.</p>	

