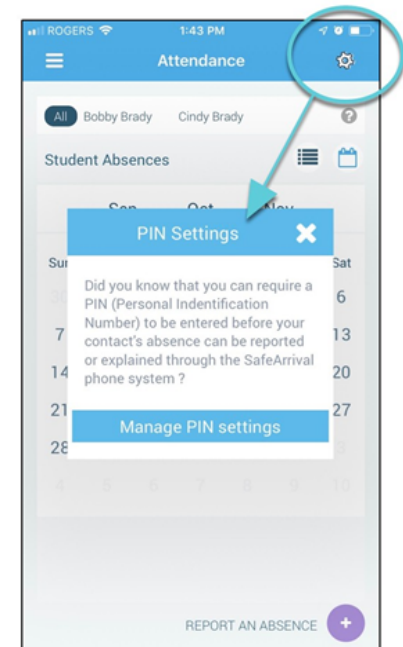
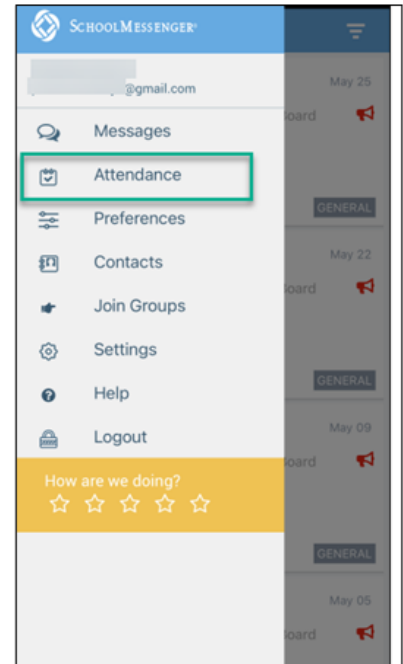


SET A PIN FOR A STUDENT

For security of safe arrival absence reporting, parents/guardians can setup a Personal Identification Number (PIN) per student which will be required when reporting and explaining absences for this student by phone.

1. Log in to open School Messenger App. It defaults to Messages
2. Click on the Menu Button displayed as
3. Click on Attendance
4. From the Attendance tab, tap the **gear icon** in the upper right-hand corner. Tap the **Manage PIN settings link** to continue.
5. On the Manage your PIN Settings screen, choose the school the student is enrolled and click Save
6. From the list of students, tap a checkbox to request a 4- digit PIN. Changes will be saved automatically.
7. Once the Pin is saved, Tap the **eye icon** to see the PIN
8. Tap the **edit icon** to modify the PIN.





ROGERS 1:46 PM

Manage your PIN settings

Test Pacific

Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system


	Bobby Brady MileTree	<input checked="" type="checkbox"/>
	Cindy Brady MileTree	<input type="checkbox"/>

Note: Any of the student's guardians with access to SafeArrival can update the requirement for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.

Cancel Save

ROGERS 1:47 PM

Enter PIN



Please enter a 4 digit PIN

4643

Cancel Save