

Contact PINs

Last Modified on 08/30/2022 1:53 pm EDT

Contact's PIN codes are located on the *Contact* record. Contacts should not share a PIN. Each contact should be assigned their own PIN.

Contact: Sarah Brewer

← RETURN **SAVE CHANGES** **DELETE**

General Information

Manage PIN **Manage Pickups**

Family [Brewer](#)

First Name Last Name

Type

Member ID

PIN 1024

Primary Contact
 Billing Contact

Callout 1: Edit or delete PIN using the *Manage PIN* button.

Callout 2: Assign students for this PIN to check in/out using the *Manage Pickups* button.

Adding Contacts and Working with PINs

Caregivers, grandparents, baby-sitters, etc. who regularly pick up a student should be added to the **family record** as a Contact and assigned their own PIN.

1. Find the family and click the **Add Contact** button.
2. Enter the **Contact's First Name** and **Last Name**.
3. Select the applicable **Type**.
4. Enter any additional information as needed and click **Save**.
5. To add or edit the PIN, click the **Manage PIN** button.
6. To add or update assigned students for the PIN, click the **Manage Pickups** button.
7. Clear the checkbox for siblings if necessary. Click the **Add Additional Pickups** button to search for other students the contact is authorized to pickup if needed.
8. **Save**.