

How can a student check themselves in with a PIN?

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In order for a Student to have a PIN, they must be added to the family as a contact.

First, create a new drop-down for **Contact Type** to identify the Student Contact by going to *Tools > Edit Settings > Drop-down Lists > Contact Types*. Once the new **drop-down** value is created, find the family and click the **Add Contact** button.

See our Help article on **Contact PINs** for more information on how to work with PINs for a Contact.
