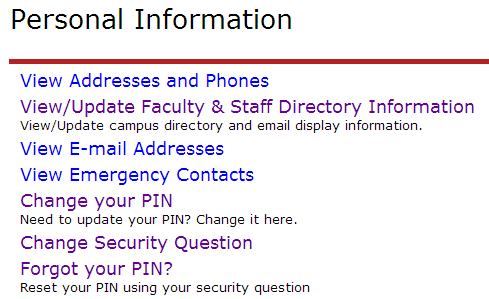
# Setting a Self-Service Banner PIN and Security Question

# Onetime setup unless you forget your PIN.

You must set a **PIN** (Personal Identification Number) when you first use Web Time Entry or Leave Reporting. The **PIN** is a unique six-digit number for certifying your identity when submitting time sheets and leave reports, **not the registration PIN.**

On the Main Menu in Self-Service Banner click **Personal Information.**



# Change Your PIN

1. Click **Change your PIN** to select a new PIN on the Change PIN page.
2. Enter your Old PIN. The Old PIN for first time users is **yynnnn** (where **yy** is your birth year and **nnnn** is the last 4 digits of your SSN). If you have ever changed this PIN but cannot remember it, you must have it reset.**\***
3. Enter a New PIN. Choose a six digit number. Be selective in your choice here as your identity is verified by the use of your PIN when submitting your time sheets and approvals.
4. Re-enter new PIN.
5. Click **Change PIN** after completing your entries. The **Reset** button clears all entry fields.

**\***If your old PIN is incorrect you will see: “StopOld PIN number verification error!” Please contact the Tech Desk at x1595 for a PIN reset. After you are reset, Self-Service returns you to the option to **Change PIN.**

# Change Your Security Question

To reset your own PIN at a future time, please establish a security questions. **(One time set-up)**

1. Click **Change Security Questions** on the Personal Information page.
2. Enter your current PIN to **Confirm your PIN**
3. Enter a **Question** and **Answer** in the designated boxes.
4. Click **Submit** when you are finished. **Reset** clears the Question and Answer boxes if you are making corrections.

# Forgotten PIN

When you do not remember the PIN and you have a security question established,

1. Click **Forgot your PIN?**
2. Respond to the security question
3. Click **Submit Answer**, Reset your PIN to a new six digit number.

\*Contact the Tech Desk at X1595 to reset your PIN if you do not have a security question.

For more details on completing your time sheet or leave report, please see the Web Time Entry & Web Leave Reporting page.