

ESS3: Changing Your PIN

Job Aid

Click the **Change PIN** button in the Employee Self Service dashboard.

Change PIN button

The screenshot shows the Employee Self Service dashboard for Beldyn, Katelyn S. The top navigation bar includes a 'Change PIN' button, which is highlighted with a blue arrow and the text 'Change PIN button'. Other buttons in the top bar include 'Log Off', 'Refresh', and 'Preferences'. The dashboard also displays the user's name, ID number (600), and the current time (03:58:20 PM) on August 2018. Below the navigation bar, there are several tabs for different functions: 'Punch', 'Transfer', and 'Request Time Off'. The 'Request Time Off' tab is selected, and a blue arrow points to it. The main content area shows a calendar for August, with the 'Request Time Off' button highlighted in yellow.

Type your new PIN in the *Change PIN* window.

The 'Change PIN' window is a modal dialog box with a title bar that says 'Change PIN' and a close button (X). It contains two input fields: 'New PIN:' and 'Repeat:'. Both fields contain the number '389620'. Below the input fields are two buttons: 'Ok' and 'Cancel'.

Your new PIN is accepted by ESS.

The 'Information Submitted' window is a modal dialog box with a title bar that says 'Information Submitted' and a close button (X). It contains an information icon (i) and the text 'Thank You.' Below the message is a blue 'OK' button.

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