Changing PINs

Once a student is accepted in SIS, a SIS routine assigns a random pin number.

Admitted students are sent letter informing them of their ID and PIN.

Student may change PIN using WFS.

Process ends.

Student may contact Registrar’s Office to change PIN or get PIN when forgotten.

Student verified by checking ID and/or asking series of questions.

PIN is changed on SIS Screen.

SIS is updated if number of attempts to access WFS has been exceeded.

Registrar’s staff give student new PIN.

Process ends.