




Modifying a Masked Pin In WorkFlows

When Creating a New User with the User Registration Wizard, you are going to see the auto generated pin as ****. You can modify the masked pin by highlighting the pin and entering a new one. You will only see the **** and not actual numbers. We recommend changing the pin to the last 4 digits of the patron's phone number. You will also need to put in the override before saving the user record. When creating a new user, make it a priority to ask for their email address. Users with valid email addresses on record are able to modify their own pin through Enterprise.



Id: 3333333333
Group ID:
Profile name: SWS_STAFF...

Basic Info | Privilege | Demographics | Addresses | Extended Info | User groups

Privilege expires: 4/11/2021

PIN: **Override:**

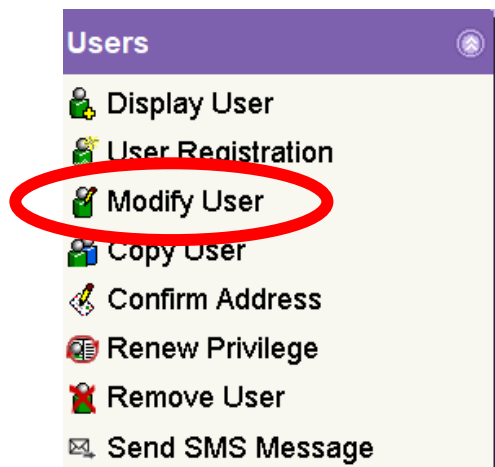
Status: OK

Claims returned: **Override:**

Web auth id: **Override:**

BLUEcloud staff ID: **Override:**

If a patron forgets their pin and would like you to reset it at the desk for them, you are able to do that through the Modify User Wizard. You will see **** as the pin and will be able to highlight and enter a new number. Don't forget the override!



Helpful Tip!!

If your patron has forgotten their Pin and would like to reset it themselves in Enterprise, check their account for a valid email address.