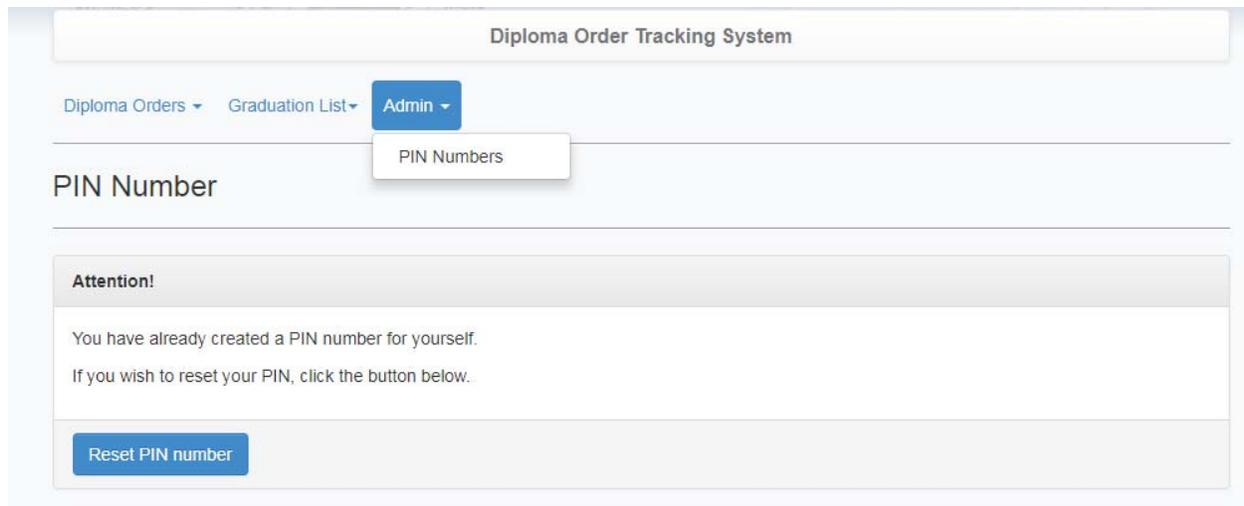


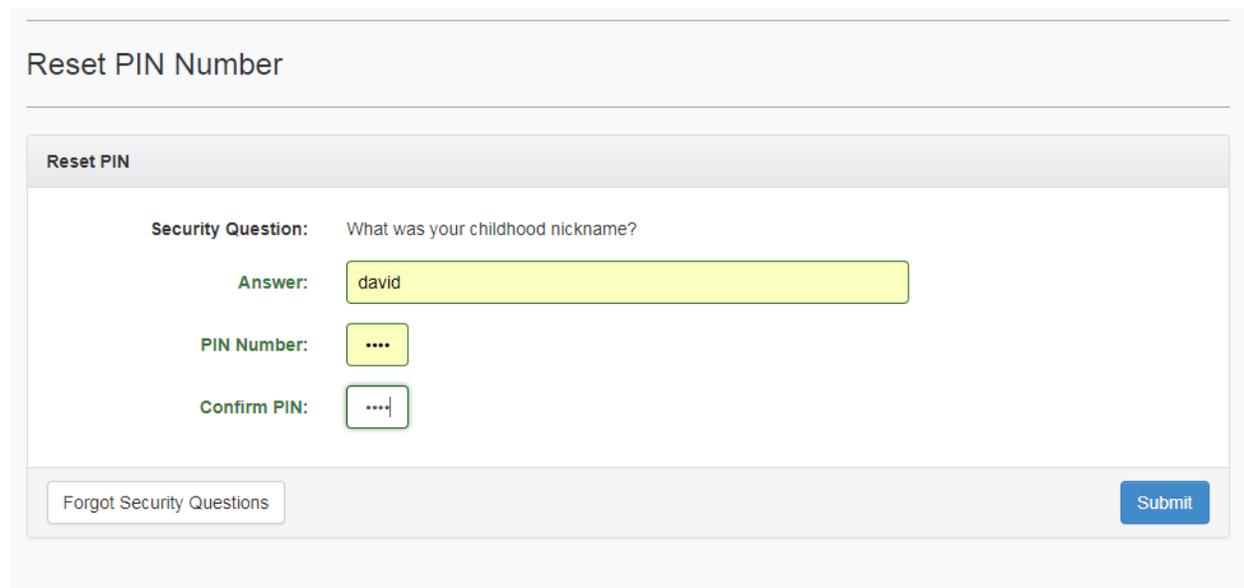
## Steps for resetting your PIN

1. Your pin number can be reset by logging into DOTS, going to the Admin tab and selecting “PIN Number”.
2. Once you’ve gotten to the screen you can click on the blue “Reset PIN Number” button in the lower left hand corner.



The screenshot shows the 'Diploma Order Tracking System' interface. At the top, there are navigation tabs: 'Diploma Orders', 'Graduation List', and 'Admin'. The 'Admin' tab is selected, and a dropdown menu is open showing 'PIN Numbers'. Below this, the page title is 'PIN Number'. A grey box with the heading 'Attention!' contains the text: 'You have already created a PIN number for yourself. If you wish to reset your PIN, click the button below.' A blue button labeled 'Reset PIN number' is located at the bottom left of this box.

3. Once you’ve completed step two you’ll be re-directed to the step below. If you remember your security question you can type in the answer followed by a new PIN and click submit; this will reset your PIN. If you’ve forgotten your Security Question, please select “Forgot Security Questions”.



The screenshot shows the 'Reset PIN Number' form. The title is 'Reset PIN'. The form contains the following fields:

- Security Question:** What was your childhood nickname?
- Answer:** david
- PIN Number:** ....
- Confirm PIN:** ....

At the bottom left, there is a button labeled 'Forgot Security Questions'. At the bottom right, there is a blue button labeled 'Submit'.

- Clicking “Forgot Security Questions” in step three will open a dialog box asking if you want to have a temporary PIN sent to your email. This will redirect you to the page below. Once you have received the email, enter the temporary PIN, then a new PIN and a new security question. Click submit; this will reset your PIN and the security question.

---

### Reset PIN Number

---

**Reset PIN**

**Security Question:**

**Answer:**

**Temporary PIN:**

**New PIN:**

**Confirm PIN:**

---