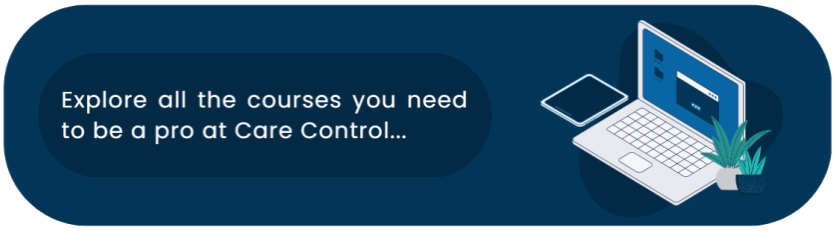
6-Digit PIN Option

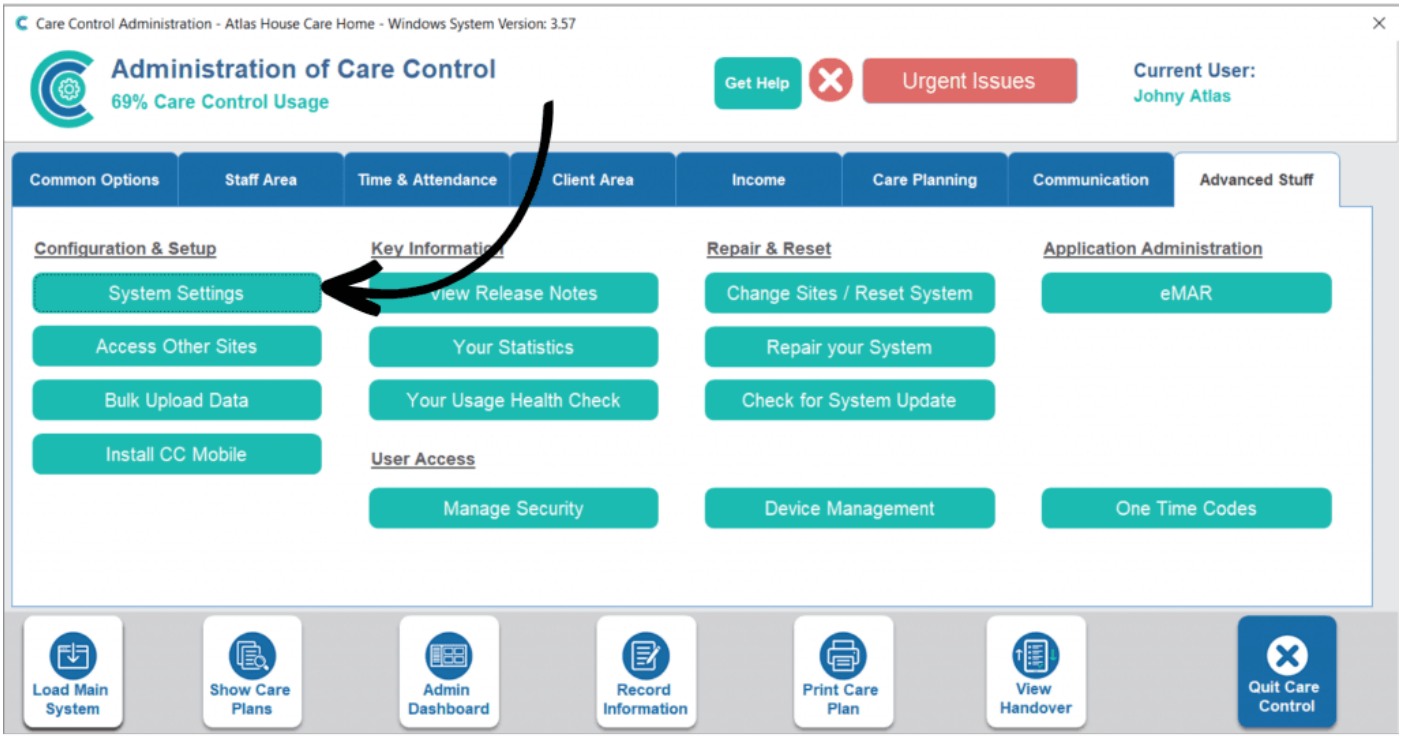
Administration Windows · https://cclearninghub.co.uk/docs/6-digit-pin-option/



6-Digit PIN Option

This guide will cover how to set up 6 digit PIN access for staff members when logging in to the Care Control applications. This feature can prove desirable to those wanting a higher level of security on their system.

Embedded media:
https://player.vimeo.com/video/786264777?color&autopause=0&loop=0&muted=0&title=1&portrait=1&byline=1&h=bd81



1

In the **Administration of Care Control Windows**, navigate to the **System Settings**, which can be found under the **Advanced Stuff** tab.

2

Here, open the **Security** settings from the menu on the left-hand side. Within these options is a setting labelled **PIN Length for Staff**. By default this is set as 4 digits, however, this can be

changed to 6 digits.

After making any amendments, make sure to press **Save Changes**.

Note: after updating to 6 digits, staff members will need to sign in with their 4-digit PIN, with 00 at the start. For example, if my PIN was 3456, I would need to sign in with 003456. Then, after signing in, staff will be prompted to update their PIN to something which is 6 digits.

