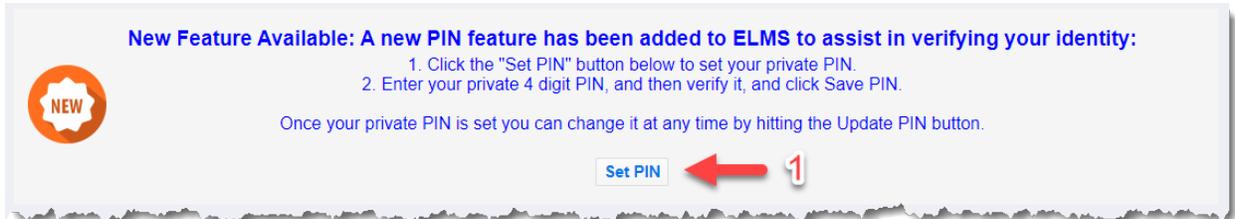


Mississippi Department of Education

ELMS PIN Quick Help Guide

Setting an Educator PIN (Must be logged on as an Educator)

1. When an educator accesses their ELMS account, they will see a new feature banner on the Home Page. To set your PIN, click the Set Pin button.



New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

1. Click the "Set PIN" button below to set your private PIN.
2. Enter your private 4 digit PIN, and then verify it, and click Save PIN.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

[Set PIN](#) ← 1

This screenshot shows a banner with a 'NEW' icon, instructions for setting a PIN, and a 'Set PIN' button highlighted with a red arrow and the number 1.

2. Enter a 4-digit PIN and then verify the PIN. To save your PIN, click the Save Pin button.



New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

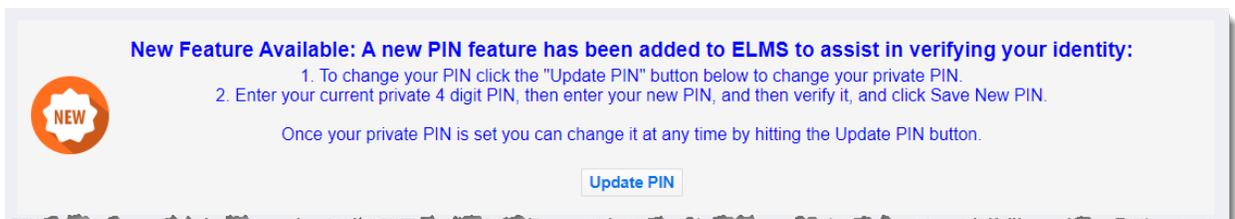
1. Click the "Set PIN" button below to set your private PIN.
2. Enter your private 4 digit PIN, and then verify it, and click Save PIN.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

PIN: Verify PIN: [Save PIN](#) ← 2

This screenshot shows the same banner as above, but with input fields for 'PIN' and 'Verify PIN' containing '1234', and a 'Save PIN' button highlighted with a red arrow and the number 2.

3. The Home Page will show the Update PIN button once your PIN is saved.



New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

1. To change your PIN click the "Update PIN" button below to change your private PIN.
2. Enter your current private 4 digit PIN, then enter your new PIN, and then verify it, and click Save New PIN.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

[Update PIN](#)

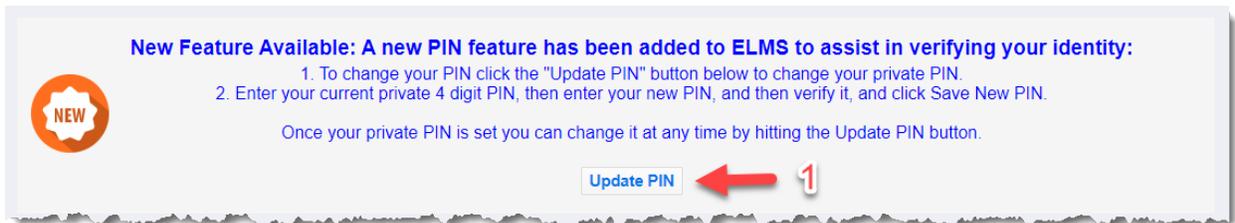
This screenshot shows the banner with instructions for updating a PIN and an 'Update PIN' button.

Mississippi Department of Education

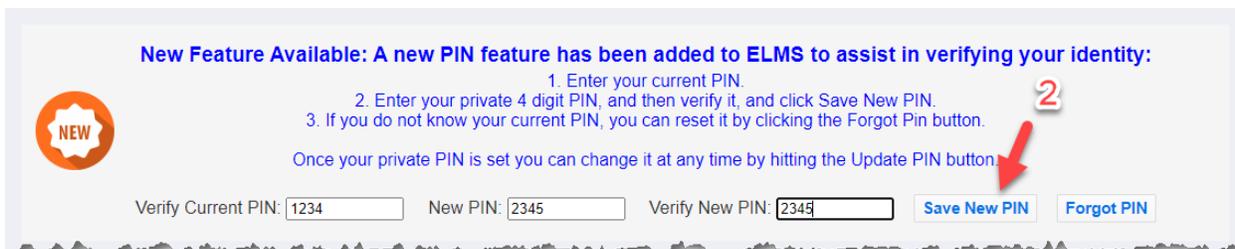
ELMS PIN Quick Help Guide

Updating an Existing Educator PIN (Must be logged on as an Educator)

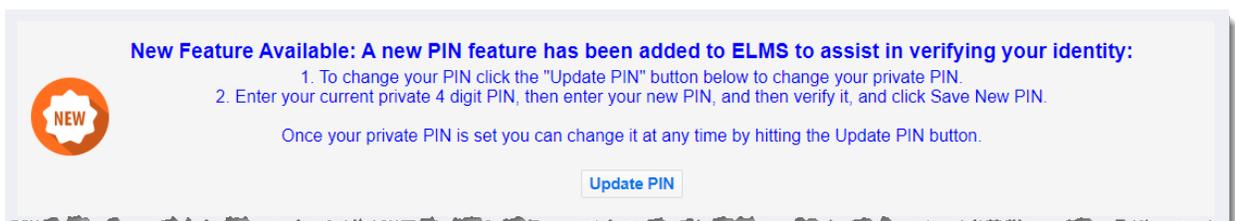
1. When an educator accesses their ELMS account, they will see a new feature banner on the Home Page. Educators can set a saved PIN to a new by clicking the Update PIN button.



2. Enter your current PIN, and then enter and verify the new PIN. Once these are entered, the new PIN is saved by clicking the Save New PIN button.



3. The Home Page will show the Update PIN button once your new PIN is saved.

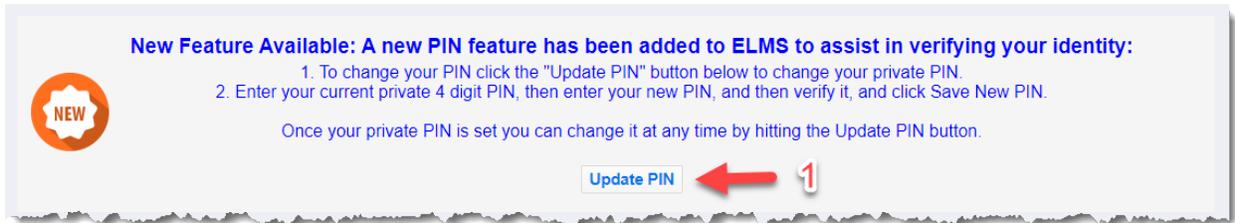


Mississippi Department of Education

ELMS PIN Quick Help Guide

Reset Forgotten Educator PIN (Must be logged on as an Educator)

1. Once a PIN has been saved, it can be Reset if it is forgotten. This process is started by clicking the Update PIN button.



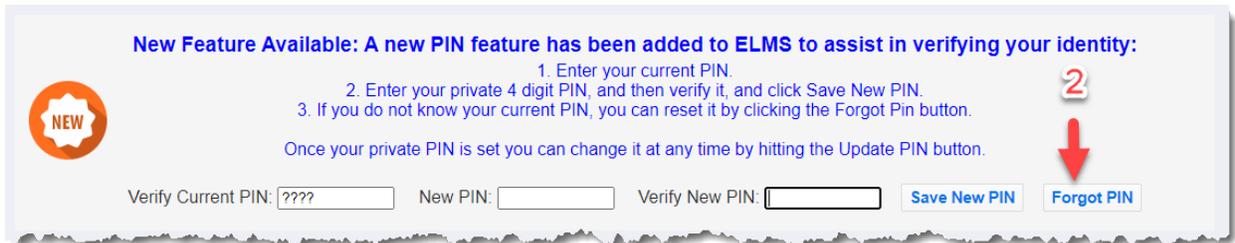
New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

- 1. To change your PIN click the "Update PIN" button below to change your private PIN.
- 2. Enter your current private 4 digit PIN, then enter your new PIN, and then verify it, and click Save New PIN.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

[Update PIN](#)  1

2. The Update PIN options will then be shown. If the current PIN was forgotten then the Forgot PIN button is clicked instead of the Save New PIN (which requires the current PIN to be known).



New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

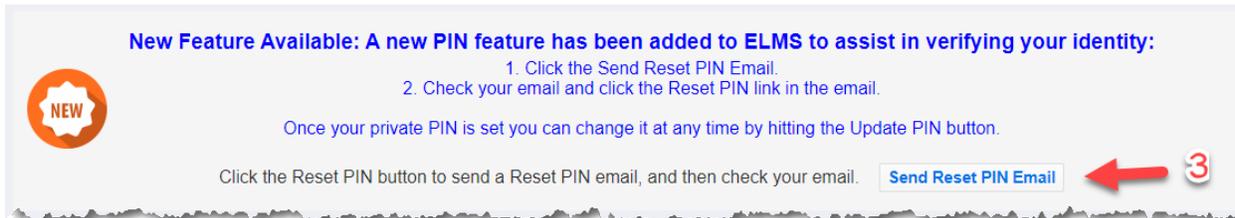
- 1. Enter your current PIN.
- 2. Enter your private 4 digit PIN, and then verify it, and click Save New PIN.
- 3. If you do not know your current PIN, you can reset it by clicking the Forgot Pin button.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

Verify Current PIN: New PIN: Verify New PIN: [Save New PIN](#) [Forgot PIN](#)

 2

3. To send a Reset PIN email click the Send Reset PIN Email button.



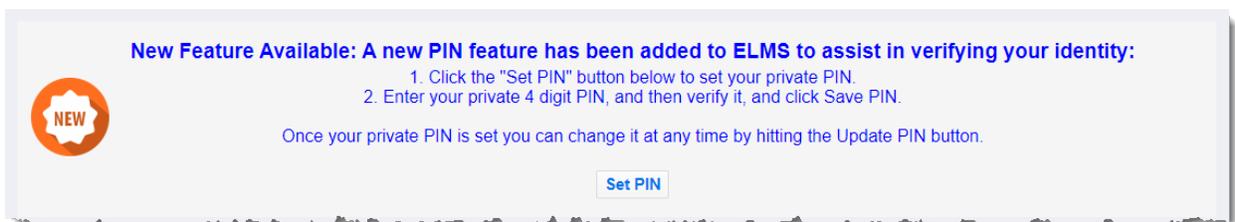
New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

- 1. Click the Send Reset PIN Email.
- 2. Check your email and click the Reset PIN link in the email.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

Click the Reset PIN button to send a Reset PIN email, and then check your email. [Send Reset PIN Email](#)  3

4. After clicking the link in the email your PIN will be removed. Once it is removed the screen will display the original Set PIN button.



New Feature Available: A new PIN feature has been added to ELMS to assist in verifying your identity:

- 1. Click the "Set PIN" button below to set your private PIN.
- 2. Enter your private 4 digit PIN, and then verify it, and click Save PIN.

Once your private PIN is set you can change it at any time by hitting the Update PIN button.

[Set PIN](#)