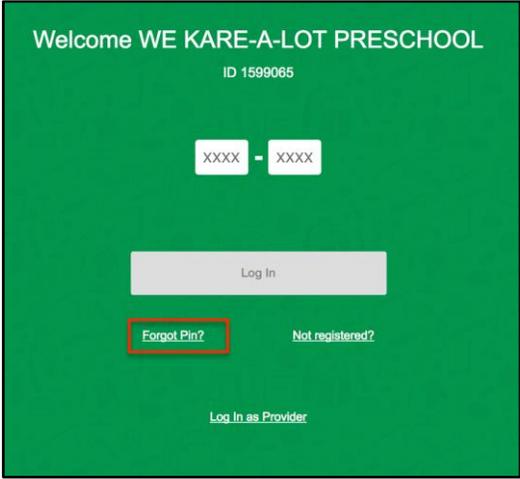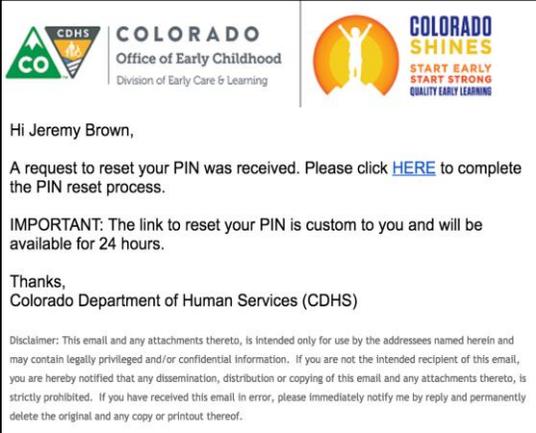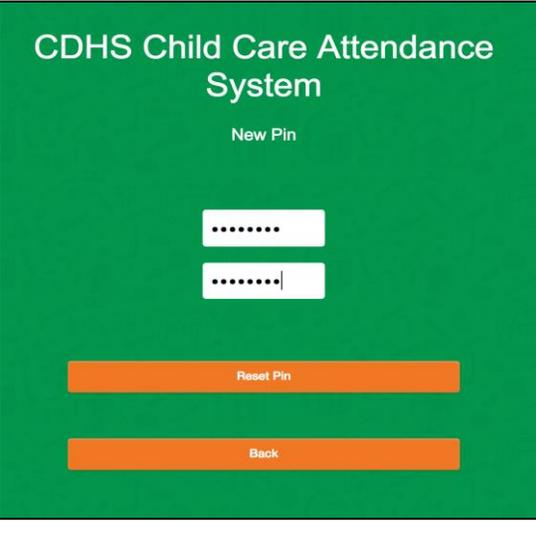# Quick Reference: ATS Client PIN Reset

This Quick Reference Guide outlines the process for CCCAP Clients to reset a unique 8-digit PIN required to check children in and out of care through the Attendance Tracking System (ATS).

Reset PIN

1. Access ATS Kiosk mode
2. Click "Forgot PIN"
3. Enter Unique E-mail Address
4. Receive PIN Reset E-mail
5. Reset PIN

CLIENT PIN RESET STEPS	NOTES
Welcome WE KARE-A-LOT PRESCHOOL, ID 1599065, XXXX - XXXX, Log In, Forgot Pin?, Not registered?, Log In as Provider	**ACCESS KIOSK MODE AT PROVIDER** ☑ At the provider location access Kiosk mode ☑ Click "Forgot PIN?"
CDHS Child Care Attendance System, Request New Pin, Rachel@cdhs.state.co.us, Request New Pin, Back	**ENTER UNIQUE E-MAIL** ☑ Enter your unique e-mail address ☑ Click "Request New PIN" ☑ New e-mail is sent

CLIENT PIN RESET STEPS	NOTES
	ACCESS YOUR E-MAIL ☑ Access your e-mail account ☑ Click "Here" no later than 24 hours after receiving the e-mail to reset your unique PIN
	RESET PIN ☑ Enter a new unique 8-digit PIN ☑ Re-enter unique 8-digit PIN ☑ Click "Reset PIN"
	PIN RESET ☑ ATS will message the PIN code has been changed successfully