

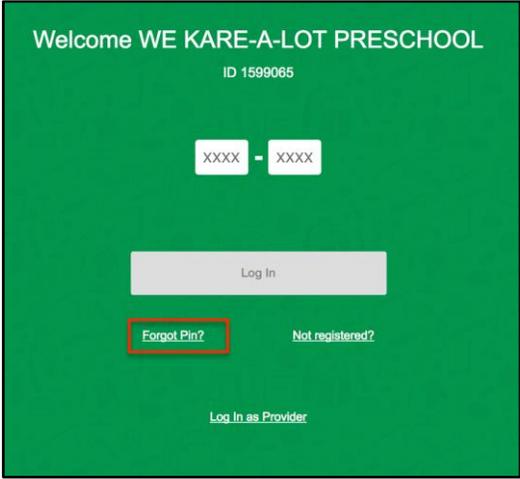


## Quick Reference: ATS Client PIN Reset

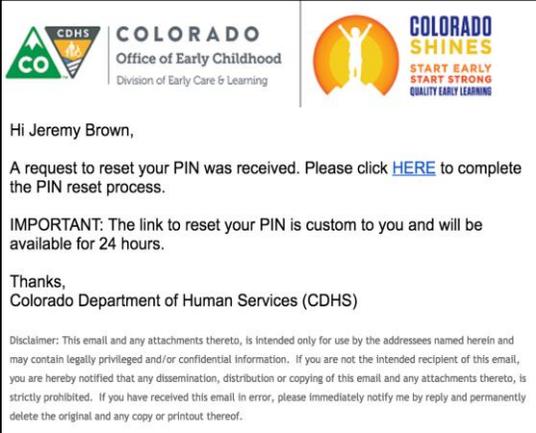
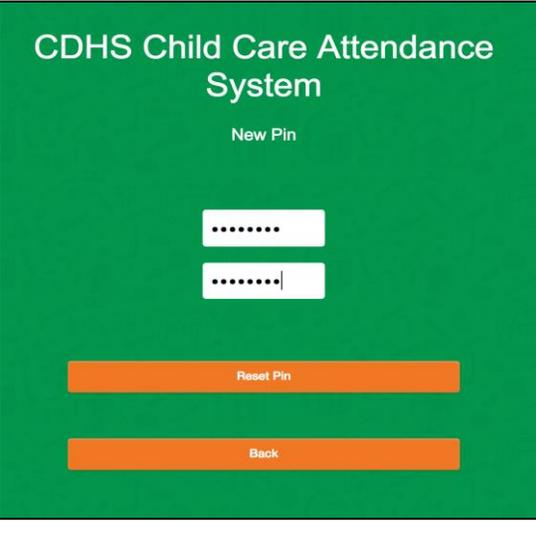
This Quick Reference Guide outlines the process for CCCAP Clients to reset a unique 8-digit PIN required to check children in and out of care through the Attendance Tracking System (ATS).

### 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
	<p><b>ACCESS KIOSK MODE AT PROVIDER</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At the provider location access Kiosk mode</li> <li><input checked="" type="checkbox"/> Click "Forgot PIN?"</li> </ul>
	<p><b>ENTER UNIQUE E-MAIL</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Enter your unique e-mail address</li> <li><input checked="" type="checkbox"/> Click "Request New PIN"</li> <li><input checked="" type="checkbox"/> New e-mail is sent</li> </ul>



<b>CLIENT PIN RESET STEPS</b>	<b>NOTES</b>
 <p>Hi Jeremy Brown,</p> <p>A request to reset your PIN was received. Please click <a href="#">HERE</a> to complete the PIN reset process.</p> <p>IMPORTANT: The link to reset your PIN is custom to you and will be available for 24 hours.</p> <p>Thanks, Colorado Department of Human Services (CDHS)</p> <p><small>Disclaimer: This email and any attachments thereto, is intended only for use by the addressees named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email and any attachments thereto, is strictly prohibited. If you have received this email in error, please immediately notify me by reply and permanently delete the original and any copy or printout thereof.</small></p>	<p><b>ACCESS YOUR E-MAIL</b></p> <ul style="list-style-type: none"><li>✓ Access your e-mail account</li><li>✓ Click “Here” no later than 24 hours after receiving the e-mail to reset your unique PIN</li></ul>
 <p><b>CDHS Child Care Attendance System</b></p> <p>New Pin</p> <p>.....</p> <p>..... </p> <p>Reset Pin</p> <p>Back</p>	<p><b>RESET PIN</b></p> <ul style="list-style-type: none"><li>✓ Enter a new unique 8-digit PIN</li><li>✓ Re-enter unique 8-digit PIN</li><li>✓ Click “Reset PIN”</li></ul>
 <p><b>CDHS Child Care Attendance System</b></p> <p>New Pin</p> <p>Pin code changed successfully.</p> <p>Back</p>	<p><b>PIN RESET</b></p> <ul style="list-style-type: none"><li>✓ ATS will message the PIN code has been changed successfully</li></ul>