



Creating a Personal Identification Number (PIN) for SafeArrival

Translate this document

Parents/guardians may assign their own 4-digit Personal Identification Number (PIN) to an individual student through their SchoolMessenger account via the app or web browser version. If a guardian assigns a student a PIN, this number will need to be entered before an absence can be reported or explained for this particular student when using the SafeArrival phone system (using a mobile device or a landline). This provides an additional layer of security and also prevents students from reporting their own absences.

Manage PIN from the SchoolMessenger App Manage PIN through the SchoolMessenger Web Version More Information



Manage Your PIN From the SchoolMessenger App

- 1. Launch the SchoolMessenger App.
- 2. Click the menu icon (3 lines) in the top left corner.



3. Select Attendance.





4. Select the cog wheel in the top right corner.



5. Select Manage PIN Settings.





6. Click on the student you want to add a PIN for.



7. Enter your chosen PIN (#1) and click **Save** (#2).



Ottawa-Carleton District School Board Creating a Personal Identification Number (PIN) for SafeArrival B</TAS Team/<u>BLTTUT</u>/April 2024



Manage Your PIN Through the SchoolMessenger Web Version

- 1. Go to <u>www.go.schoolmessenger.ca</u>
- 2. Enter your email address (#1) and Password (#2) and click Log in (#3).

=	SchoolMessenger®		Log in	Sign up
		Log in		
		Email		
		Password		
		Forgot your password? Location		
		Is your school in the United States? Switch location		
		Log in Not registered yet? Sign up		

3. Click on the three lines in the top left corner.

🔳 🛞 School	Messenger*		
	Messages	All 🔻	
	Grade 8 Mini Courses information	School News 23 minutes ago	Select a message from the list to view its contents.
	SafeArrival SchoolMessenger - Ottawa-Carleton District School Board	SafeArrival Email Confirmations 7 hours ago	

Ottawa-Carleton District School Board Creating a Personal Identification Number (PIN) for SafeArrival B</TAS Team/<u>BLTTUT</u>/April 2024



4. Select Attendance.

Attendance	nt Absences	
Messages 5		
¢₿ Preferences	tota Alana	
📼 Contacts		
み Join Groups		
🕪 Log out		
Language	Mon	Tue
🍽 English 🔻		

5. Click Manage your PIN settings.

😑 \left i 🛞 Sc	hool M es:					
Student /	Absence				REPORT AN ABSENCE	
All	and an				C	
<			April 2024		>	
	Mon	Tue	Wed	Thu	Fri	
Holiday	1	2	3	4	5	
Did y Mana	ou know that you can re age your PIN settings	quire a PIN to be entered be	fore your student's absence can b	e reported or explained thr	ough the SafeArrival phone system	?



6. Click on the student you want to add a PIN for.

SafeArrival PIN Settings		
Ottawa-Carleton District School Board		
Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system.		
Student A		
J Student B		
Your 4-Digit PIN 👁		
Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.		
Cancel Save		

7. Enter your chosen PIN (#1) and select Save (#2).

SafeArrival PIN Settings	
Ottawa-Carleton District School Board	
Select the student(s) for which a PIN (Personal Identific be entered when using the SafeArrival phone system.	ation Number) must
Student A	0
I Student B	• • •
Your 4-Digit	: PIN @
Note: Any of the student's guardians with access to Sa update the requirements for a PIN. Any PIN belonging student's guardians with access to SafeArrival will be a the SafeArrival phone system.	afeArrival can to one of the accepted by
Cancel Save	

Ottawa-Carleton District School Board Creating a Personal Identification Number (PIN) for SafeArrival B</TAS Team/<u>BLTTUT</u>/April 2024





More Information

When 2 or more parents/guardians are connected to a student

Once a PIN is set for a child, a PIN must always be used to report or explain that child's absences. Multiple guardians connected to the same students can share and use the same PIN, or they can set their own individual PINs for the same student. All PINs assigned will work when reporting or explaining an absence for that child.

Note: PINs are not associated with the phone number the parent calls from to report the absence or the mobile device the parent is using the app on, but rather the student they are reporting for. PINs are managed within the app and web version and all guardians associated with the student who know/share a PIN or set their own PIN for that child will be able to report or explain an absence for that student from any device or landline they choose.