

INSTRUCTIONS FOR SUBSTITUTES TO CHANGE THEIR PIN/PASSWORD

SubFinder will now allow **you to change your PIN # - Password #**. Originally your social security number was assigned as your PIN # - Password #. **The change to your PIN # - Password, must be made by telephone.** Once your PIN # - Password has been changed by phone, you will use the new PIN # - Password # for all future contact with SubFinder whether by phone or Internet. If you would like to change your PIN # - Password # please follow the steps listed below:

Select a number for your new PIN # - Password # - **the number should contain at least 6 digits.**

Call SubFinder – 312-0076 - Enter your current PIN # - Password #

Select Option # 5 Personal Information from the main menu

Select Option # 6 – Change your PIN #

The system will ask you to enter your old PIN # then press the # key

Then the system will ask you to enter your new PIN # then press the # key

The system will play your new PIN # and ask you to confirm that the number is correct.

Once you have confirmed that the new PIN # - Password # is correct, exit the phone menu.

You will now use your new PIN # - Password # when ever you use the SubFinder system.

PLEASE MAKE SURE TO REMEMBER YOUR NEW PASSWORD – YOU WILL NEED TO USE IT FOR ALL FUTURE ACCESS TO THE SUBFINDER SYSTEM.