



CREATING NEW PIN IN TIMEKEEPER

LINQ TimeKeeper

In your browser, go to your district's LINQ TimeKeeper site at <https://hendersontimekeeper.thinklinq.com>. Enter your Employee Number in the keypad and press **Enter**.

Think smart. Think LINQ

Time Keeper

Current Time/Date on Server:
6:34:45 PM 19 Sep 2017 (Tue)

Menu
Home
Administrator

Main

STEP 1:
Enter your
Employee Number

Log In
Employee Number

1	2	3
4	5	6
7	8	9
DEL	0	CLR
Cancel		Enter

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Next, under PIN NUMBER, enter your Employee Number again and press **Enter**:

Think smart. Think
LINQ

Time Keeper

Current Time/Date on Server:
6:43:00 PM 19 Sep 2017 (Tue)

Menu
Home
Administrator

Main > Enter Pin

**STEP 2:
Enter Employee
Number Again**

Log In
PIN Number

1	2	3
4	5	6
7	8	9
DEL	0	CLR
Back		Enter

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Your initial PIN Number has been pre-set to your Employee Number.

The PIN Number must be changed on your first login after conversion.

The new PIN Number must be at least 4 digits, greater than 1000 and CANNOT be the same number as your Employee Number.

In Steps 3 and 4, the Initial PIN Number will be replaced by a new PIN Number. Please choose a new PIN Number that is easily remembered – this PIN Number will be used for every TimeKeeper login. **Keep your PIN Number secure!**

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Time Keeper

Current Time/Date on Server:
6:57:24 PM 19 Sep 2017 (Tue)

Logout MARY TEACHER Main > Change Pin

Please change your PIN.

Change Pin (4 Digits)

Old PIN Number: ●●●

New PIN Number: _____

Confirm New PIN: _____

Step 3:
Enter Employee Number again in Old PIN Number field

Step 4:
Enter New PIN Number and Confirm, then click Submit

1	2	3	Tab
4	5	6	
7	8	9	
DEL	0	CLR	
Back		Submit	

Once you submit your new PIN Number, you will be logged into LINQ TimeKeeper! A 'PIN Changed' message will confirm the change.

The screenshot displays the LINQ TimeKeeper web application interface. At the top, the LINQ logo is on the left, and the text 'Think smart. Think LINQ' is above it. To the right, the text 'Time Keeper' is displayed, and a box shows the 'Current Time/Date on Server: 7:07:34 PM 19 Sep 2017 (Tue)'. Below the header, a navigation menu is on the left, and the main content area shows a 'Logout' button, the user name 'MARY TEACHER', and a breadcrumb trail 'Main > Change Pin'. A green callout box with a white border contains the text: 'Once you have successfully changed your PIN Number, you will see "PIN Changed."' and 'You're now logged into LINQ TimeKeeper! Use the menu bar to the left to clock in or navigate to other screens.' The text 'PIN Changed.' is also visible in the main content area. The menu bar on the left includes sections for 'Menu', 'Employee Profile', 'Inquiries', and 'Actions'.

Use the menu bar to the left to clock in or navigate to other screens.

This process will be used for all employees on their first TimeKeeper login after the LINQ conversion. It can also be repeated if the PIN Number is lost or forgotten by the employee. Please contact your school treasurer/bookkeeper or central office if your PIN Number needs to be reset.