



## 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

© 2017 Education Management Systems, Inc. All rights reserved 4110 Shipyard Blvd. Wilmington, NC 28403

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

© 2017 Education Management Systems, Inc. All rights reserved 4110 Shipyard Blvd. Wilmington, NC 28403

**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!**

Think smart. Think  
**LINQ**

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 left, the LINQ logo is visible with the tagline "Think smart. Think LINQ". The top right corner shows the current time and date on the server: "7:07:34 PM 19 Sep 2017 (Tue)". The main header area includes the text "Time Keeper". Below the header, there is a navigation menu on the left side with categories: "Menu", "Employee Profile", "Inquiries", and "Actions". The "Menu" category includes "Home" and "Clock In / Out". The "Employee Profile" category includes "Personal Information", "Tax Information", "CEU's", "Policies", and "Change Pin". The "Inquiries" category includes "Time Sheet", "Leave Balance", "Earnings & Escrow", "YTD Deductions", "Check History", "Employee Reimbursements", and "Print W2s". The "Actions" category includes "Requests (1)", "Workshop Evaluations (3)", "Workshop Registration", "Submit CEU for Approval", and "Out of District Workshop Requests". 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.

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.