

How to reset your pin for the iPad for sign in and out



**Narnia
Early Learning**
FOR THE WHOLE OF LIFE

All guardians and contacts authorised for collection by the child's guardians are set up to be able to securely sign children in and out of the Service using **the Kiosk** – the application on the iPad.

Usernames are set up as the contacts mobile phone, and a 4-digit pin is chosen by the contact the first time they log in.

If you or a contact authorised by you for collection of your child has forgotten the pin, you must let the Service know and they will reset it for you. Guardians/Authorised contacts should not provide/share their log in details to other contacts to use. Individual sign in credentials help us keep children safe and ensure that only authorised people can collect a child.

You can either let an Educator know that you have forgotten your pin when you are at the Service and trying to sign your child in or out, or you can contact the Narnia Administration and Enrolment Office on email at Narnia.admin@spcc.nsw.edu.au or telephone 02 249606685 or 02 40628065 between 9AM and 3:30PM.