Quick Reference: ATS Client PIN Reset

This Quick Reference Guide outlines the process for CCCAP Clients to reset a unique 8-digit PIN required to check children in and out of care through the Attendance Tracking System (ATS).

### Reset PIN

1. Access ATS Kiosk mode
2. Click “Forgot PIN”
3. Enter Unique E-mail Address
4. Receive PIN Reset E-mail
5. Reset PIN

<table>
<thead>
<tr>
<th>CLIENT PIN RESET STEPS</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| **Welcome WE KARE-A-LOT PRESCHOOL**  
**ID 1599065**  
**XXXX XXXX**  
Log In  
Forget Pin?  
Not registered?  
Log In as Provider** | **ACCESS KIOSK MODE AT PROVIDER**  
☑ At the provider location access Kiosk mode  
☑ Click “Forgot PIN?” |
| **CDHS Child Care Attendance System**  
**Request New Pin**  
Rachel@cdhs.state.co.us  
Request New Pin  
Back** | **ENTER UNIQUE E-MAIL**  
☑ Enter your unique e-mail address  
☑ Click “Request New PIN”  
☑ New e-mail is sent |
### CLIENT PIN RESET STEPS

<table>
<thead>
<tr>
<th>ACCESS YOUR E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Access your e-mail account</td>
</tr>
<tr>
<td>✓ Click “Here” no later than 24 hours after receiving the e-mail to reset your unique PIN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESET PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Enter a new unique 8-digit PIN</td>
</tr>
<tr>
<td>✓ Re-enter unique 8-digit PIN</td>
</tr>
<tr>
<td>✓ Click “Reset PIN”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIN RESET</th>
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<tbody>
<tr>
<td>✓ ATS will message the PIN code has been changed successfully</td>
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</tbody>
</table>

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**Client PIN Reset**

Hi Jeremy Brown,

A request to reset your PIN was received. Please click [HERE](mailto:reset) to complete the PIN reset process.

**Important**: The link to reset your PIN is custom to you and will be available for 24 hours.

Thanks,

Colorado Department of Human Services (CDHS)

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**CDHS Child Care Attendance System**

New Pin

```
******
*****
```

Reset Pin

Back

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**CDHS Child Care Attendance System**

New Pin

```
Pin code changed successfully.
```

Back

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ATS: Client PIN Reset