MANAGE *PIN ENTRY*

How to set up a PIN number for access

If you want to give someone access to site without the use of the individuals' **biometrics**, whilst retaining all required site access **security measures**, you can assign an individual with a unique **PIN**.

PIN Enrolment

To assign a **PIN** to someone for site access, that person needs to have an **MSite profile**. The profile also **needs a face enrolled** in order to send the profile to the face camera – **any face image** that meets quality criteria will do; it **will not be checked** at the point of authentication.

First, open the **profile** for the person to whom you wish to assign a **PIN**.

On the left of the screen in the **MSite toolbar** select:

• **Workers**, then

• **Worker Actions**

• Then select **Manage PIN Entry**
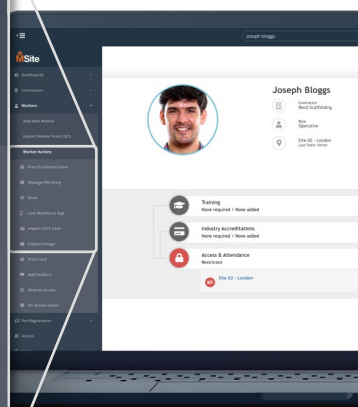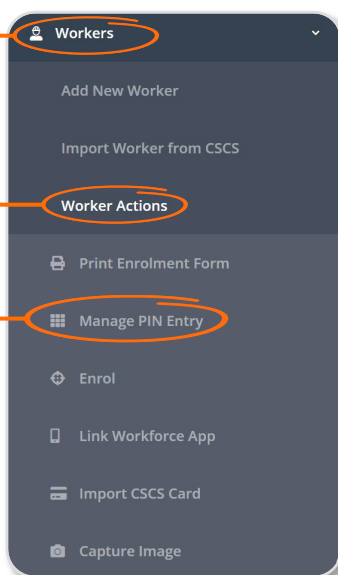
Next, the following box will open.

• **Tick** the check-box and a **PIN** will be generated

• Type the **"ProvidePIN"** message to confirm the action

• Then, select **Save**

MANAGE *PIN ENTRY*

How to use a PIN for access

Once a **PIN** has been provided, you can then use this number along with your **MSite Employee ID** number to access site through our **MSite Face** reader without the needs for biometrics.

Using PIN for access

The **Employee ID** is displayed in the **URL address bar** when browsing the employee's profile in MSite.

https://sales10.msitecloud.com/Employee/7062
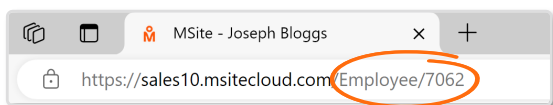
The **Employee ID** *(not Bio ID)* can also be found on the **left** of the search results when locating the **employee profile**.

Search Results

Employees (1)   Contractors (0)

Worker ID	Bio ID
7062	2593

Next, follow the below steps whilst keeping your face out of view:
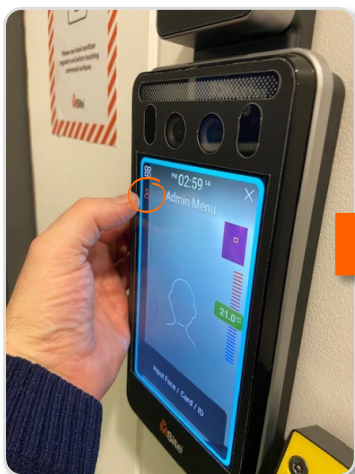
1. **Press user button** at the top left of the screen

2. **Enter Employee ID** then select **OK**

e.g.   **7062**   **+**   **8110**

This is **Employee ID**, not Bio ID

4-digit **PIN assigned** on MSite Employee page

3. **Enter PIN** then select **OK**