



Creating a Personal Identification Number (PIN) for SafeArrival

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Parents/guardians may assign their own 4-digit Personal Identification Number (PIN) to an individual student through their SchoolMessenger account via the app or web browser version. If a guardian assigns a student a PIN, this number will need to be entered before an absence can be reported or explained for this particular student when using the SafeArrival phone system (using a mobile device or a landline). This provides an additional layer of security and also prevents students from reporting their own absences.

[Manage PIN from the SchoolMessenger App](#)

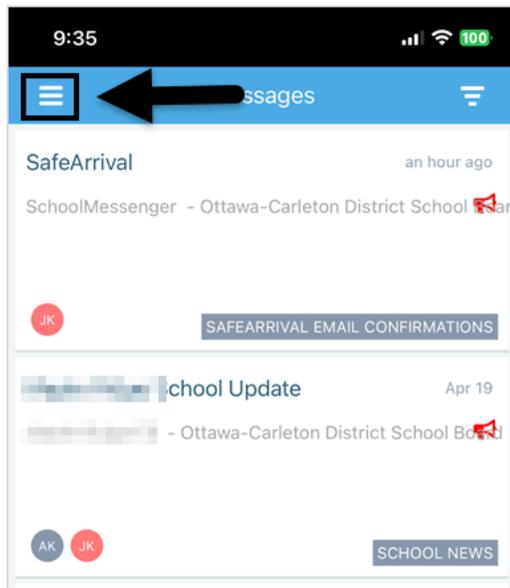
[Manage PIN through the SchoolMessenger Web Version](#)

[More Information](#)

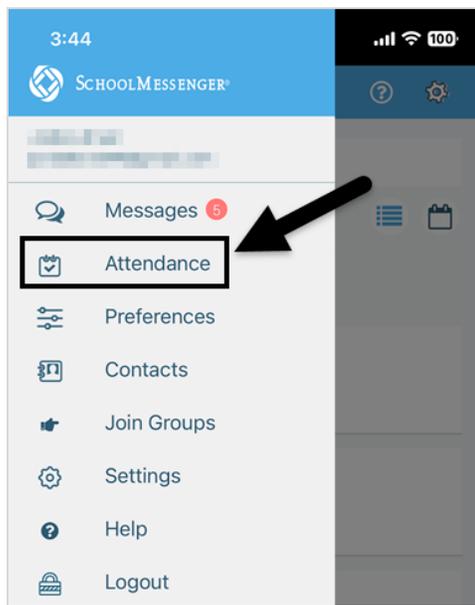


Manage Your PIN From the SchoolMessenger App

1. Launch the SchoolMessenger App.
2. Click the menu icon (3 lines) in the top left corner.

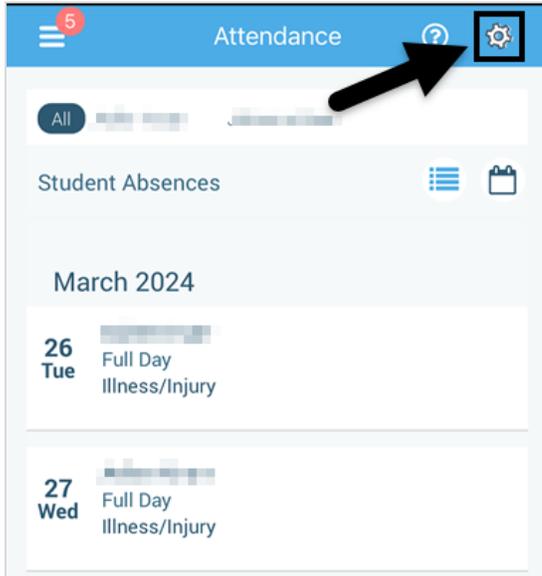


3. Select **Attendance**.

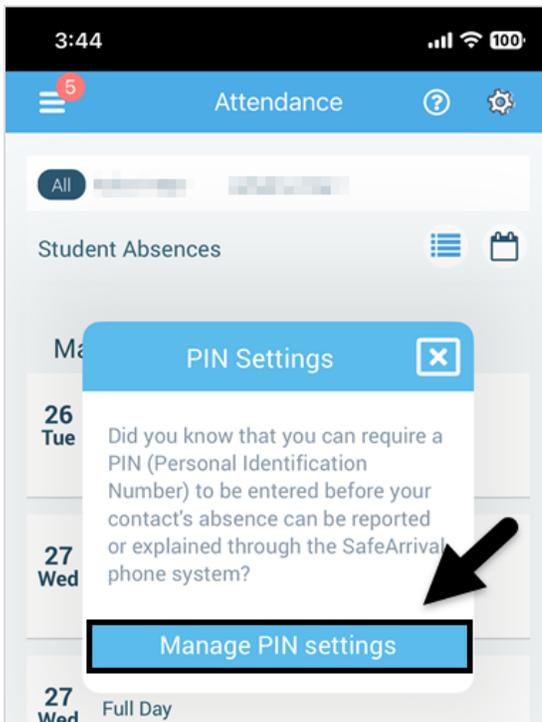




4. Select the cog wheel in the top right corner.

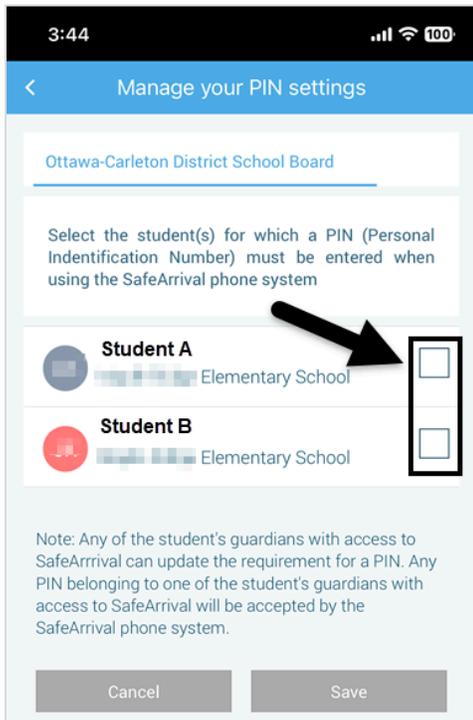


5. Select **Manage PIN Settings**.

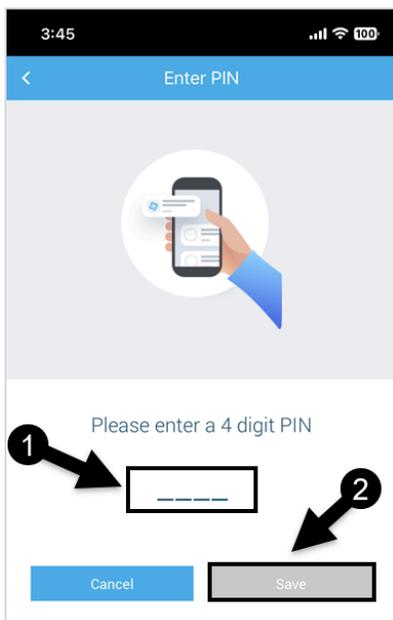




6. Click on the student you want to add a PIN for.



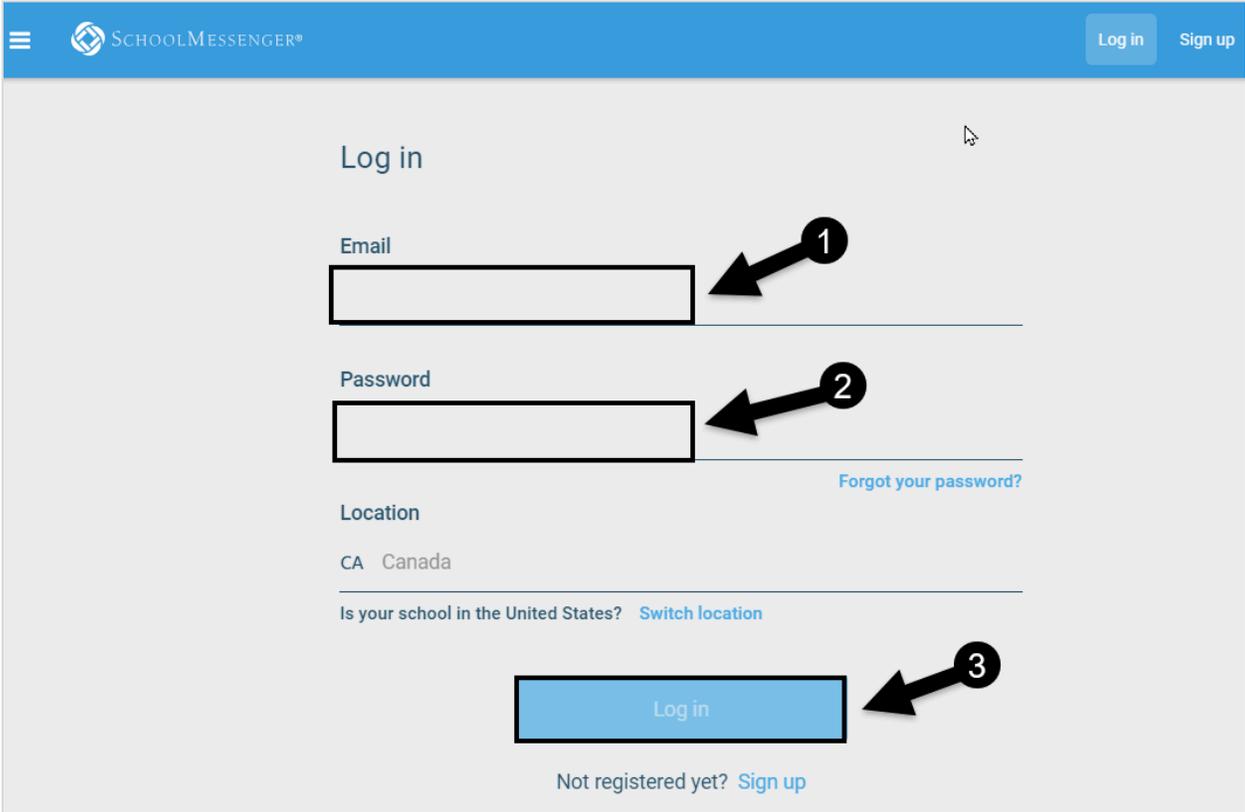
7. Enter your chosen PIN (#1) and click **Save** (#2).



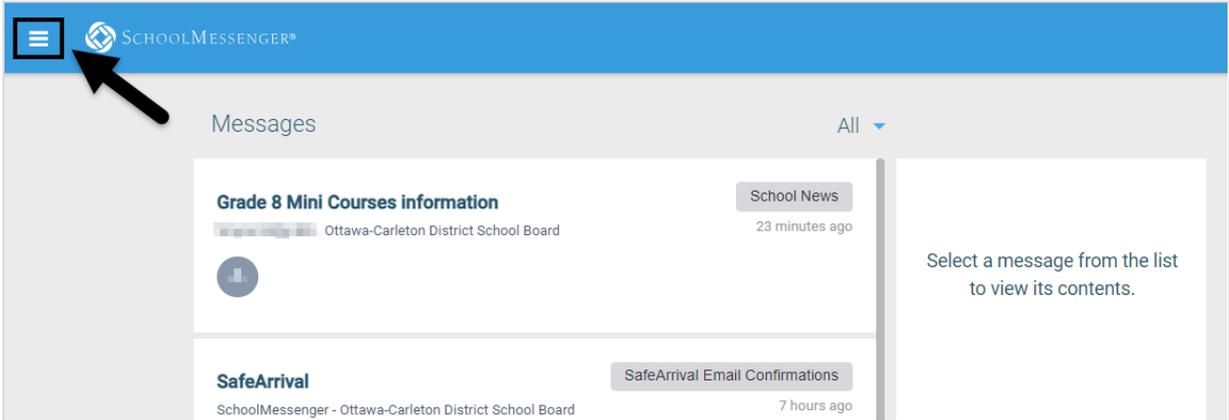


Manage Your PIN Through the SchoolMessenger Web Version

1. Go to www.go.schoolmessenger.ca
2. Enter your email address (#1) and Password (#2) and click **Log in** (#3).

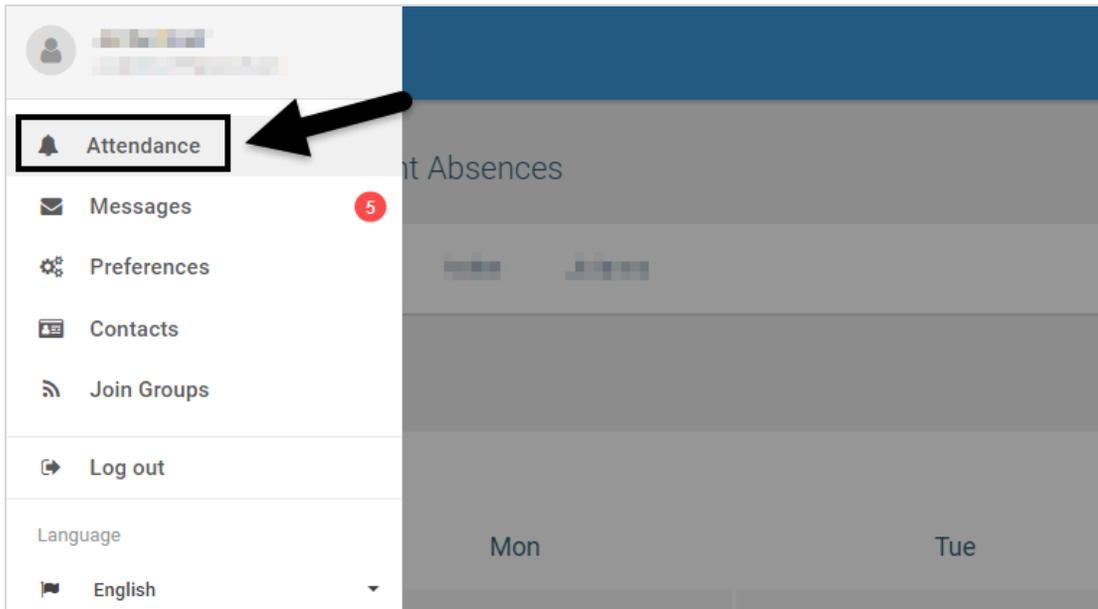


3. Click on the three lines in the top left corner.

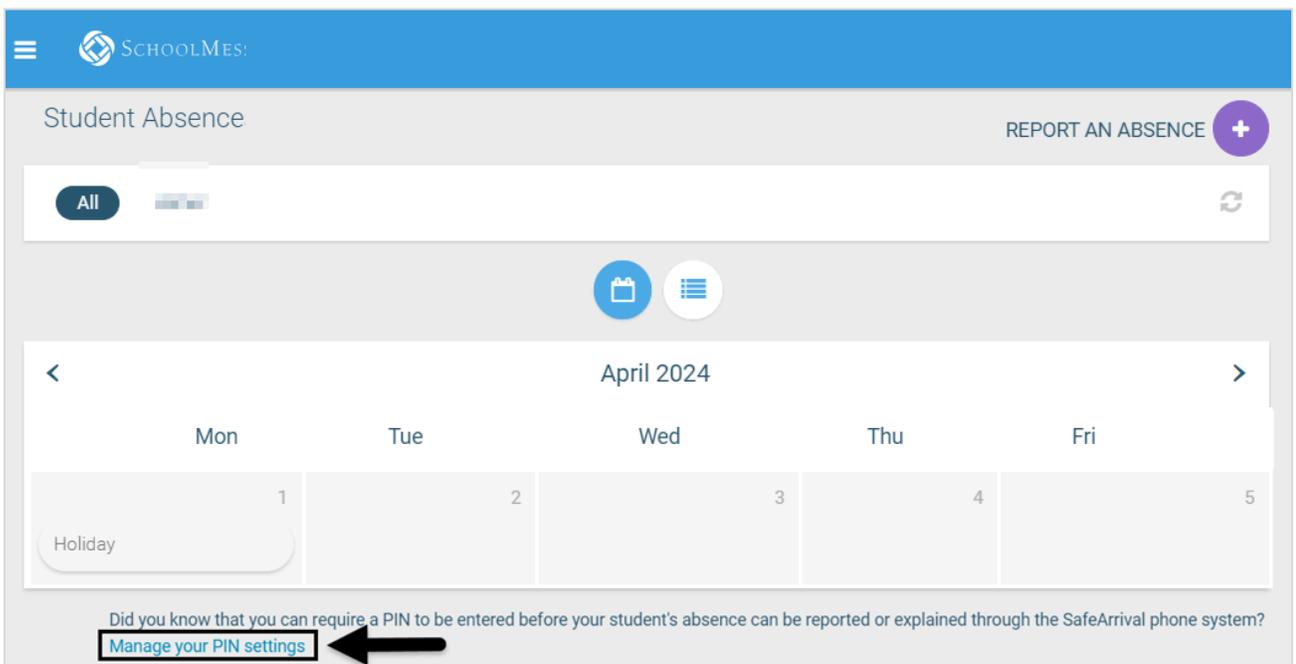




4. Select **Attendance**.



5. Click **Manage your PIN settings**.





6. Click on the student you want to add a PIN for.

SafeArrival PIN Settings

Ottawa-Carleton District School Board

Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system.

 Student A	<input type="checkbox"/>
 Student B	<input type="checkbox"/>

Your 4-Digit PIN 

Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.

7. Enter your chosen PIN (#1) and select **Save** (#2).

SafeArrival PIN Settings

Ottawa-Carleton District School Board

Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system.

 Student A	<input type="checkbox"/>
 Student B	<input type="checkbox"/>

Your 4-Digit PIN 

Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.



More Information

When 2 or more parents/guardians are connected to a student

Once a PIN is set for a child, a PIN must always be used to report or explain that child's absences. Multiple guardians connected to the same students can share and use the same PIN, or they can set their own individual PINs for the same student. All PINs assigned will work when reporting or explaining an absence for that child.

Note: PINs are not associated with the phone number the parent calls from to report the absence or the mobile device the parent is using the app on, but rather the student they are reporting for. PINs are managed within the app and web version and all guardians associated with the student who know/share a PIN or set their own PIN for that child will be able to report or explain an absence for that student from any device or landline they choose.