

Call 522-8987

TO REGISTER AS A NEW USER AND RECEIVE P.I.N.

1. **PRESS** the **STAR KEY** when system asks for Personal Identification Number.
2. **PRESS 3** when the System says, "If you are calling as a Substitute **PRESS 1**. If you are calling as an employee **PRESS 3**".
3. Enter your **SOCIAL SECURITY NUMBER** by pressing the keys on your telephone keypad.
4. **RECORD YOUR NAME.**
PRESS 1 if you like the recording.
PRESS 9 if you want to re-record your name.
5. The System reads your **WORK LOCATION**, then your **JOB DESCRIPTION.**
PRESS 1 if information is **CORRECT**, **OR**
PRESS 3 if information is **NOT CORRECT**, **OR**
PRESS 5 to hear the information again.
6. The System tells you your **PIN.**
PRESS 9 to review your **PIN.**
PRESS 1 once you have written it down.

AFTER REGISTERING, YOU MAY REVIEW PIN OR RE-RECORD NAME

1. Follow steps 1 through 3 in the previous instructions as a new user.
2. **PRESS 1** to *HEAR YOUR PIN*, **OR**
PRESS 3 to *CHANGE THE RECORDING OF NAME.*

If you select *CHANGE RECORDING OF NAME*,
PRESS 1 if you like the recording, **OR**
PRESS 9 to re-record name.