



## Instructions for Login Details – Student and Parent PINs

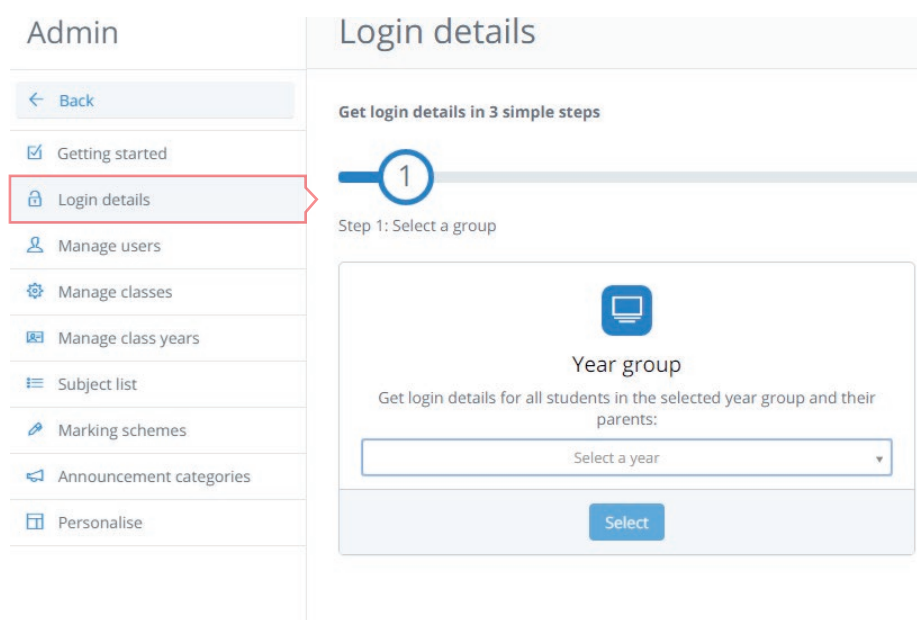
One of the most important admin tasks for Show My Homework is getting the new user PINs out to the right students and parents.

### What are PINs?

PINs are unique codes Show My Homework has assigned to each **student** and **parent** that allows us to confirm their identity. After logging in for the first time users will be asked to provide more memorable information. PINs will then only be used as a back up in case they forget these logins.

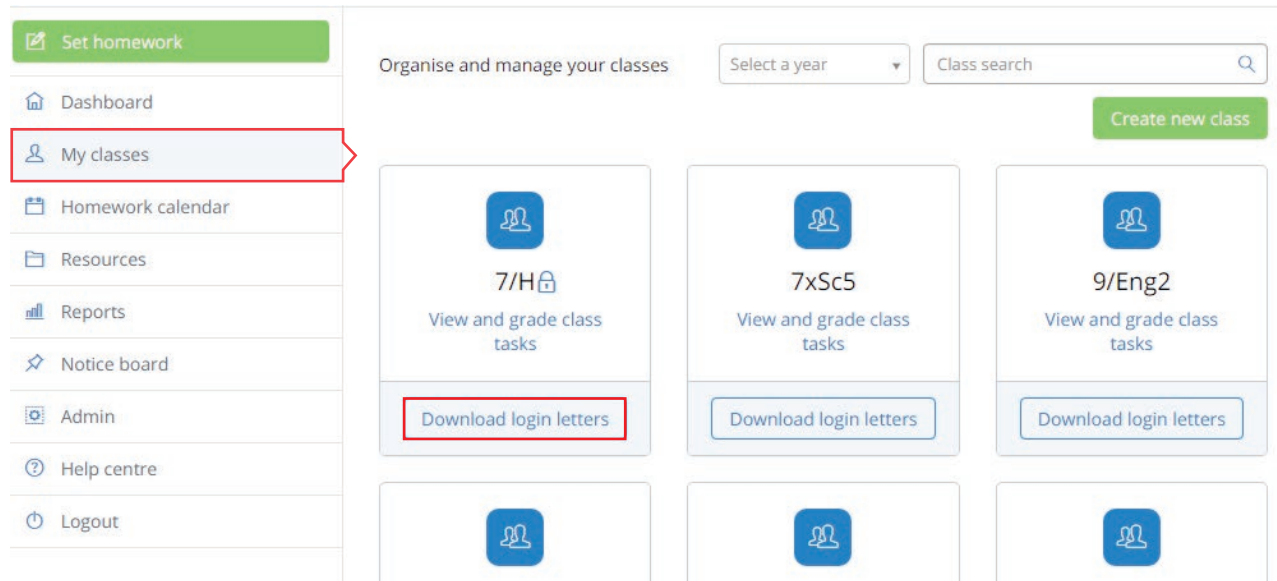
### How do I issue the PINs to a year group?

- 1 Sign in to Show My Homework and click on the 'Admin' link on the left hand menu. This will display the admin options.
- 2 Click on 'Login details'.
- 3 Select the Year Group you wish to print login details for, then click 'Select'
- 4 You will see two icons to select from, a ready made PDF letter and an Excel spreadsheet with login details.
- 5 Click 'Select' on your ideal format. Please note if you select the Excel Spreadsheet you will be prompted to download the mail merge letter. Then click 'Download letters' and that's it!



## How do I issue the PINs to a class?

- 1 Sign in to Show My Homework and click on the 'My classes' link in the left hand menu.
- 2 Simply find the class you wish to issue the PINs to and click 'Download login letters'.
- 3 A pop up will appear asking you to confirm the download.
- 4 And that's it! You will now have login letters for each student ready to hand out in class.



## How do I issue the PINs to an individual student?

- 1 Sign in to Show My Homework and click on the 'Admin' link in the left hand menu. This will display the admin options.
- 2 Click on 'Manage users'. You will default onto the students tab.
- 3 Then type the name of the student in the search box, located on the right just above the table.
- 4 In the 'Actions' column you will see three icons. Click the middle PDF icon to download a login letter for that student.
- 5 Alternatively, if a student has forgotten their PIN you can click on 'Show PIN' to reveal a new PIN code for the student.

## PIN FAQs:

### Q. What do parents and students do with the PIN?

A. Users should go to [showmyhomework.co.uk/pin](http://showmyhomework.co.uk/pin) and enter their unique PIN provided. After clicking Get started they will be asked to choose a new username, password and contact details for password resets. PINs will only be used afterwards if they forget these details.

**Welcome, please enter your PIN**

Enter PIN code

Log In

Your PIN number can be found on a login letter you received. [PIN code doesn't work?](#)

**Welcome, please enter your PIN**

1A2B3C4D

Log In

Your PIN number can be found on a login letter you received. [PIN code doesn't work?](#)

**Almost there, update your details**

.....

.....

Enter email address

I do not have an email address

Update details

- ✓ Make a note of your username
- ✓ Make a note of your password
- ✓ Keep it somewhere safe

**Joe Bloggs**  
Mr Smith's class

**Getting started**  
To log in, please visit [www.showmyhomework.co.uk/it](http://www.showmyhomework.co.uk/it) then be asked to enter your PIN shown below:

**Student PIN**  
M00429507

**Parent PIN**  
A14675784

When you log in for the first time, please enter a password. Keep your password and your PIN a secret!

### Q. Do PINs change?

A. No PINs never change. In case a user forgets their username or password, the PIN will remain the same to avoid confusion.

### Q. My student has forgotten their password

A. Go to the login settings as in p1-2 of this guide and search for their PIN by their name. Or go to the Manage Classes section under admin and click Recovery PIN to help them get back into the system.

### Q. I've been a really pro-active admin and have already created my students' email and passwords/synced with our other systems. Do I still need to send PINs out?

A. As long as you have made sure that your Usernames and Passwords match the account our PINs have created for your SIMs then you're good to go. You may want to send a PIN reminder out anyway to students/parents for them to keep safe in case they forget their log in details. If you have not also created Usernames and Passwords for parents you should still use the Parents PIN letters.