

# How to Create a 6-digit Lock Access PIN

Before moving in, you must set up a 6-digit Lock Access PIN to access your unit on Move-In Day.

1. Log in to the Housing Portal.
2. Click on “Personal Info” along the top menu bar.



3. On this page, there are two options, “Update Contact Details” and “Door Access.” You must review your contact details before moving on to the Door Access page.



Update Contact Details

Door Access PIN Change



4. Once you have reviewed the information on the “Update Contact Details” page, click the “SAVE & CONTINUE” button at the bottom of the page.

SAVE & CONTINUE

5. Click on the blue “Door Access Pin Synchronization Link” at the bottom.

## Door Access PIN Change

This page allows you to update your pin number for your housing room.

Please enter a pin that is 6 **numerical** digits long. You will receive an email once the pin update process has been completed.

Please select the link to change your pin for Door Access.

[Door Access Pin Synchronization link](#)

6. Once logged in, click on the green “Create/Update PIN” button.

Door Access PIN Update

Faculty, Staff, & Students

 Create/Update PIN

7. Enter the 6-digit PIN you would like to create for your Talon Card and click “Save.” Update your Talon Card at a HotSpot to refresh your access.

Update PIN

PIN \*