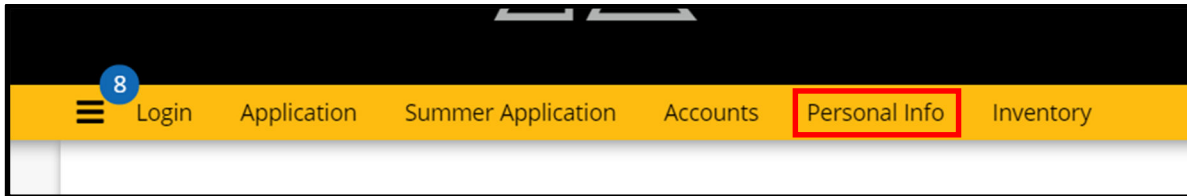


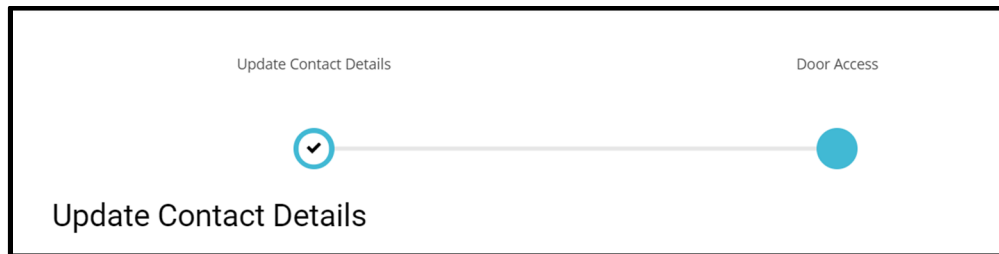
How-To Update SALTO PIN

Every student needs to identify a 6-digit numerical PIN for our electronic access system (SALTO). Prior to moving in each student must set up a PIN so that they can access their unit on Move-In Day.

1. Student logs into Housing Portal.
2. Once logged in, click on “Personal Info” along the top menu bar.



3. On this page are two options “Update Contact Details” and “Door Access”. Each student must review their contact details before moving on to the Door Access page.



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



4. On the “Door Access” page students will first enter a 6-digit numerical PIN and then click the blue “SAVE & CONTINUE” button at the bottom of the page.

The screenshot shows a web interface for updating contact details. At the top, there are two tabs: "Update Contact Details" and "Door Access". A progress bar below the tabs shows a checkmark in a circle under "Update Contact Details" and an empty circle under "Door Access". The main heading is "Door Access". Below the heading, there is a paragraph: "This page allows you to update your pin number for your housing room." followed by another paragraph: "Please enter a pin that is 6 numerical digits long. You will receive an email once the pin update process has been completed." Below this is a text input field labeled "Enter New Salto Pin:" with the number "0" entered. Below the input field is the text "Last Salto Pin Change Date:". At the bottom left, there is a blue button with the text "SAVE & CONTINUE".

5. Update your Talon Card at a hotspot to update your PIN.