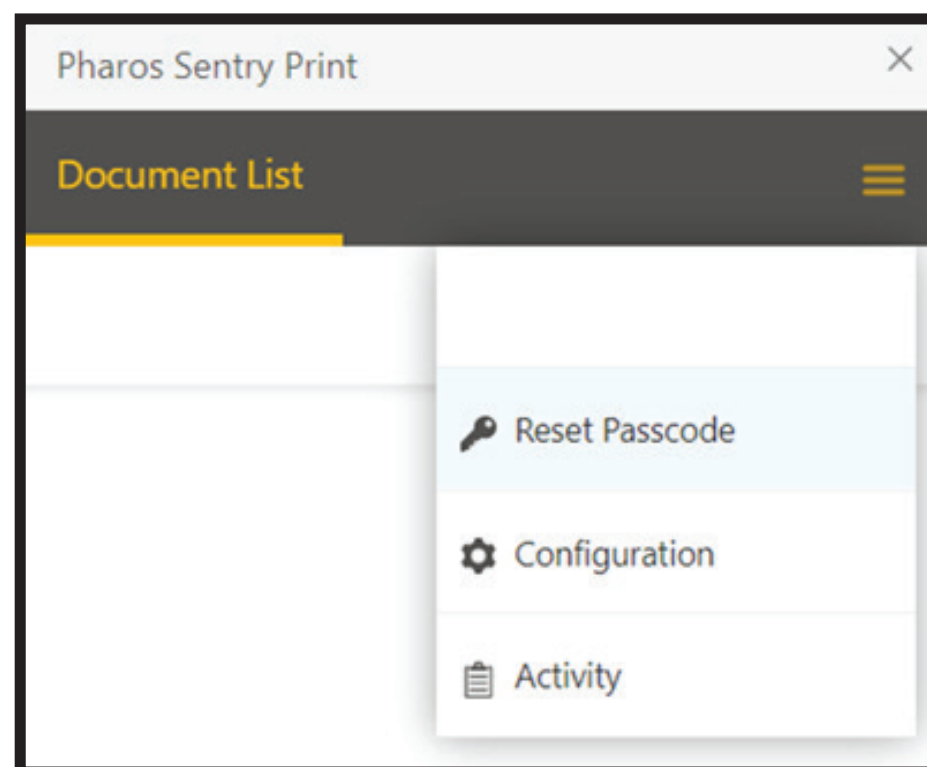# How To Reset Your Pharos Pin

While using the managed print system, you may be prompted to log into the printer using a passcode. This typically will occur after receiving a new or replacement physical ID card.

This passcode is six-digit value unique to the printing system and is not your username, password nor SHU ID #.

How to reset the passcode:

Pharos Sentry Print	✕
Document List	☰
	🔑 Reset Passcode
	⚙ Configuration
	📄 Activity

1 Left-click the "Pharos Sentry Print" icon by your clock.

2 In upper-right-hand corner of the "Document Management" view, select the "three dots" icon and choose "Reset Passcode".

3 On the "**Welcome to Pharos Sentry Print**" screen, choose the option for "**Login to continue**".

4 When prompted log in with your PirateNet credentials.

5 Once successfully logged in, you will be presented with a new passcode.

6 Use the newly updated passcode to log into printer.