Your Personal Identification Number (PIN)

Your HHS ID Badge (PIV card) is a type of smart card that can be used to log in to your computer, the NIH network, and systems like ITAS.

The NIH is changing the way we access information systems and the network by transitioning away from usernames and passwords to smart card login. Smart card login is more secure than usernames and passwords because it is "two-factor authentication" - something you have, like your HHS ID Badge, and something you know, like a PIN. This document will help you learn about PINs.

What is a PIN?

A PIN is a **personal identification number**. It is a number that is set by you and known only to you that serves as a key to your smart card. Using your HHS ID Badge and PIN to login can be compared to how you access your bank accounts with your debit card (another type of smart card) and PIN.

What is *MY* PIN?

When you were issued your HHS ID Badge you were asked to create a six – eight digit PIN. This is the PIN you will use along with your HHS ID Badge to log in.

How do I test my PIN?

When you try logging in with your HHS ID Badge, you will be prompted to enter your PIN. For information on how to log in, please visit http://www.ors.od.nih.gov/ser/dpsac/Pages/Continued-Implementation-of-HSPD-12.aspx. If you enter the incorrect PIN, a pop up message will appear that says: *"The system could not log you on. An incorrect PIN was presented to the smart card."* CAUTION: If you enter your PIN incorrectly 15 times in a row, your HHS ID Badge will be locked and you will need to call the NIH IT Service Desk to have it unlocked. If you are having trouble entering your PIN, you should reset it before you are locked out.

What if I forgot my PIN?

Don't worry if you forgot your PIN! Your PIN can be reset with assistance from a Lifecycle Workstation (LWS) Operator. You can conveniently reset your PIN "on site" rather than making a trip to the Division of Personnel Security and Access Control (DPSAC) which oversees badge issuance on campus. Find an LWS near you by visiting: http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/lifecycle.aspx.

Will I have to change my PIN every 60 days?

No, your PIN never expires. You only change your PIN if you want to change it.

PIN Setting Tips:

Choose a PIN that is easy for you to remember. It is a good idea to decide on your PIN before you go to get your badge or to reset it at an LWS. Have it ready when you get there!
Here are some suggestions:
- Use your voicemail access password
- Use your ATM PIN twice, i.e. 17891789

DO NOT use a birth date, Social Security Number, address, telephone number, or numbers that are easy to guess like 123456 or 222222.

Protecting NIH's people and information starts with YOU!

You need to keep your PIN safe and secure to keep the valuable work that is done at NIH and the valuable people who do it safe and secure. **Never share your PIN with anyone and do not write it down.**

Please visit http://smartcard.nih.gov or http://idbadge.nih.gov for more information about smart card login with your HHS ID Badge and PIN. If you are still having trouble logging in, please contact the **NIH IT Service Desk** at **301-496-4357** or submit a ticket online at http://itservicedesk.nih.gov/support.