

PIN Creation in the LMS

On Thursday, July 25, 2019, a new LMS feature will be globally activated: the electronic signature (E-sig), also known as a personal identification number (PIN). PINs are special codes known only to the user. **This new functionality affects all LMS users.**

The PIN will be used in the LMS to uniquely identify persons when additional security is needed for entering completion statuses. The PIN will only be used in items specifically set up to have electronic signature.

At this time, only FAA-ATO's Technical Operations organization will use this functionality. However, when this feature is activated, ALL LMS users will need to create a PIN the first time they log in. Once a user's PIN is created, it won't be needed to log into the LMS.

Job aids have been created to walk users/admins through this process. If a user forgets their PIN, LMS admins can remove the PIN so the user can reset it. Admins who forget their PIN will contact the LMS and Blackboard Help Desk at elmssupport@faa.gov to have their old PIN removed. LMS admins will have two different PINs; regular users will have only one. The job aids include how to log in and set a PIN, how to reset a PIN and who to contact if the user/admin has forgotten their PIN.

[User: Setting or Changing Your User PIN for Electronic Signature](#)

[Admin: Setting or Changing Your Administrator PIN for Electronic Signature](#)

[Admin: Removing a User's PIN for Electronic Signature](#)

If you have questions not answered in the job aids, please contact the LMS and Blackboard Help Desk at elmssupport@faa.gov.

