

## USE A PIN INSTEAD OF A PASSWORD TO ACCESS YOUR MICROSOFT ACCOUNT

Windows 10 provides three different methods for signing in to your computer via your Microsoft Account: a conventional password, a PIN, and a picture password.

A PIN may be the easiest of the three options, since you need to remember only a four-digit number. To set up a PIN, click Windows + I, then click on the link for *Accounts*. On the right pane, click on *sign in option*. From there you can either create a pin, or change or remove your pin if you already have one.

To create a pin for the first time, you will need to type your current Microsoft password, then type and confirm your four-digit PIN. After the PIN is created, you can log into Windows using either your password or your PIN. (You'll need to have a password set up *before* Windows 10 will let you set a log in with a PIN.)

An alternative way to create a pin: type *pin* at the search box and then click on *Setup pin sign in*. From there, you will be able to create a four-digit pin (assuming you have a password).