# Brightwheel:
# Change My Check In Code

Changing your check in code is very easy. In this guide, we will show you how to change your check code that is still unique to you and your child, but also something that you can easily remember!

**Step 1:**

Open the Brightwheel app on your phone.
Ensure you are logged into your account with your email.

**Step 2:**

On the Home Page, you will find your unique
4 digit check in code.

**Step 3:**

To edit your code, click the "pencil" icon next to
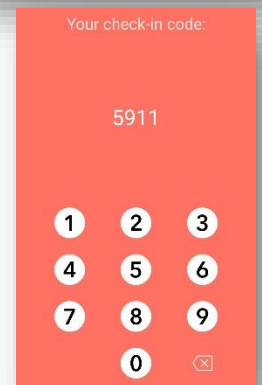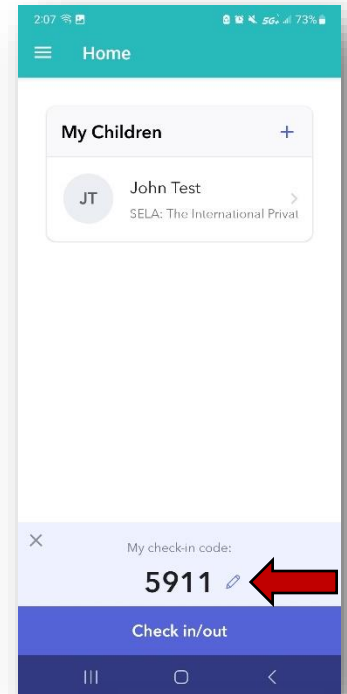your current check in code.

**Step 4:**

From here all you need to do is delete your current code,
And type in the new 4 digit code you would like to use.

**Note:**

Please note: If you happen to choose a 4 digit code that is already
In use, you will be prompted with this message:

> Your check-in code is not unique. Try a different code for a faster check-in kiosk experience. If you wish to continue with this code, please be sure to enter your phone number within your profile.

At this point, you can either continue with this code or feel free to choose a new one.

Please reach out to the Directors with any additional questions you may have.
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Norwell: egenorwelldirector@suescuela.com