

# Security Door PIN Guide

Property Management Division, Ministry of Central Services

Issued: April 2019  
Reviewed: August 2020  
Next review: August 2021

*This guide should be used to learn how to select a card access PIN and use a PIN on security doors.*

Some government owned buildings require additional security and have card readers and pin pads. Even if your building has a keypad, you may not always need to use it. Some buildings only use the keypad function after-hours. If you require access to keypad secure areas, please see the following instructions.

## Selecting a PIN

Select a Personal Identification Number (PIN) that's easy for you to remember, but difficult for others to guess. Avoid the obvious – your telephone number, date of birth, etc.

Memorize your PIN. Do not let anyone else know or use your PIN and avoid writing it down.

Please keep the following instructions in mind:

- Don't choose a year, like your birthday or anniversary, for you or your family members. Anyone who is able to access your personal information can easily pick up these significant dates and use them as first options when trying out your card.
- Don't use any other numbers that give information about you, such as your phone number, licence plate number or Social Insurance Number.
- Don't repeat numbers (ex. 11111) or chose something that goes in order (ex. 12345 or 56789), as they too can be easily guessed.
- Don't write down your PIN on your Prox Card/Key Fob.
- Your PIN must be under 64998. For example, 64997 and 64998 would be a viable code, but not 64999.

## Prox Card/Key Fob use with PIN reader

To use your Prox Card/Key Fob, please follow the steps below:

1. Pass Prox Card/Key Fob in front of reader. Reader will beep and light will turn from red to amber.
2. Enter PIN on keypad (five digit), then press \* (star) key.  
**NOTE:** If you have entered a number incorrectly, press the # (number) key and enter your PIN again.
3. When entered correctly, the light will turn green. Open door and walk through.

**For assistance, please call 306-787-9231 (Monday to Friday, 8 a.m. to 5 p.m.).**