How to reset Skype for Business meeting leader’s PIN

1. Type the following in the address bar of your favorite browser
   https://dialin.apsk12.org/

2. At the “Dial-in Conferencing settings and PIN Management” page, click on sign in

3. On the next page, click on the sign in button
4. On the next page, click on “Reset your PIN”
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Dial-in Conferencing Settings and PIN Management

Personal Identification Number (PIN)
Use your PIN when dialing in to conferences and meetings on your company network.

PIN Expiration: Never
Phone Number: 14048022144
Phone Extension: 2144

Forgot your PIN or need to change it?
Reset your PIN

Assigned Conference Information
Give your Assigned Conference information and the dial-in phone numbers to people you want to invite to your conference. When participants join the conference or meeting from their phone, they will be prompted to enter the following information.

Conference ID: 5007900
Meeting URL: https://meet.atlanta.k12.ga.us/imoses/6S7VDDQY

Reset my Assigned Conference information
Note: People with an account on your corporate network should use their PIN to join the conference.

5. On the next page, enter your desired PIN twice.
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Dial-in Conferencing Settings and PIN Management

Set Your PIN
Your PIN:
- must be between 5 and 24 digits long
- cannot contain letters, spaces or special characters
- cannot contain repeating or consecutive numbers, or match your phone number or extension.

You use this PIN when you dial in to conferences and meetings on your company network.

New PIN: 
Confirm PIN: 

OK  Cancel

6. You should see the following:

Phone Number: 14048022144
Phone Extension: 2144

Forgot your PIN or need to change it?
Reset your PIN

Your PIN was successfully changed.

Assigned Conference Information
Give your Assigned Conference information and the dial-in phone numbers to people you want to invite to your conference. When participants join the conference or meeting from their phone, they will be prompted to enter the following information.