

Screen lock and changing your PIN

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If your organisation turns on the screen lock, Unforged locks itself when nobody has used it for a while, and you get back in with a six-digit PIN rather than signing in again.

1 Turn on the screen lock

An Owner or Admin opens **Organisation**, then **Settings**, and picks a time under **Screen lock**, from **2 minutes away** to **1 hour away**. It saves as soon as you pick.

2 Choose your PIN

The next time each person opens Unforged, they see **Choose your PIN**. Enter six digits twice and select **Save PIN**. Avoid runs like 123456 or one digit repeated.

3 Lock it yourself

Stepping away from your desk? Select **Lock** in the top bar, or press Ctrl+Shift+L (? Shift L on a Mac).

4 Unlock

When you come back you will see **Locked** with your name. Type your PIN and you carry on where you left off.

5 Change your PIN

Open the menu under your picture and choose **Your profile**. Next to **Screen lock PIN**, select **Change**, enter your **Current PIN** and your new one twice, then select **Change PIN**.

If something goes wrong

You've forgotten your PIN.

On the lock screen, select **Forgot your PIN? Sign out**. Sign in again as usual and you can choose a new PIN.

You were signed out after typing your PIN.

After a few wrong tries Unforged signs you out to keep your work safe. Sign in again and choose a new PIN.

You can't change the lock time.

Only Owners and Admins can change it. Ask one of them if the time doesn't suit your team.