The registration pin is available for lookup in Banner Admin page SPAAPIN. Advisors may also view it in the Banner Advisor self-service in the Advisee Student Profile under Registration Messages.

**Open the Page**
Search by page name ‘SPAAPIN’:

Find the Student
Enter the Term, Student ID, and click ‘Go’.

If you do not know the Student ID or Term click the ellipsis (…) to open the Person Search.

- Please note: % is still the wildcard
- Enter search info and Click ‘Go’
- Double-click the ID number of the record you want to select and click ‘Go’
Banner: Registration Pin

**View Registration Pin**
This is the pin a student may use to register in Banner Student self-service, it changes each term.

<table>
<thead>
<tr>
<th>Term Code *</th>
<th>Process Name *</th>
<th>Alternate PIN *</th>
</tr>
</thead>
<tbody>
<tr>
<td>201940</td>
<td>TREG</td>
<td>200000</td>
</tr>
</tbody>
</table>

**Update Registration Pin**
If you have modification access and need to update a registration pin, follow these steps:

**Delete**
To delete a pin, highlight the row to be removed, then click ‘-Delete’.

Click **SAVE**

**Add**
To add a pin, go to the header, click ‘+Insert’, then enter the following fields:
- Term Code (i.e. Fall 2018 is 201910)
- Process Name is always ‘TREG’
- Alternate PIN can be any number from 200000 – 799999

Click **SAVE**