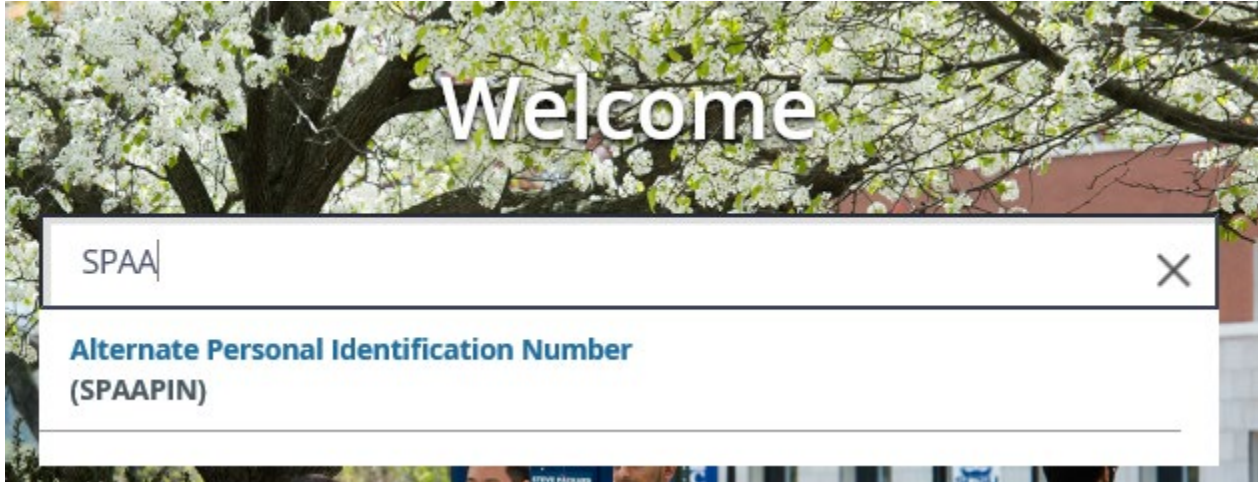


## Banner: Registration Pin

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'.

A screenshot of the ellucian search interface. The top bar is blue with the ellucian logo and several icons. Below the bar are two input fields: 'From Term:' and 'ID:'. To the right of these fields is a blue 'Go' button.

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

A screenshot of the ellucian Person Search interface. The top bar is blue with the ellucian logo and the text 'Person Search SOAIDEN 9.3.12 (PROD)'. Below the bar are several icons: ADD, RETRIEVE, RELATED, and TOOLS. The main area is titled 'PERSON SEARCH' and has two tabs: 'Basic Filter' and 'Advanced Filter'. Below the tabs are several input fields: ID, Last Name, First Name, Middle Name, and Change Indicator. To the right of these fields is a dropdown menu labeled 'Add Another Field ...'. At the bottom right of the form are two buttons: 'Clear All' and 'Go'.

- 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.

ALTERNATE PERSONAL IDENTIFICATION NUMBER			Insert	Delete	Copy	Filter
Term Code *	Process Name *	Alternate PIN *				
201940	TREG	200000				

1 of 1 | 10 Per Page | Record 1 of 1

### 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](#)