The Alternate Personal Identification Number Form, shown below, is used to store a student’s Alternate PIN, which is needed for registration.

**Open the Page**
Search by page name ‘SPAAPIN’ or description and select Alternate Personal Identification Number.

**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: Student Alternate Pin**

**View Registration Pin**

This is the pin a student may use to register in Banner Web Self-Service, it changes each term.

<table>
<thead>
<tr>
<th>ALTERNATE PERSONAL IDENTIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term Code</strong></td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>201940</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**