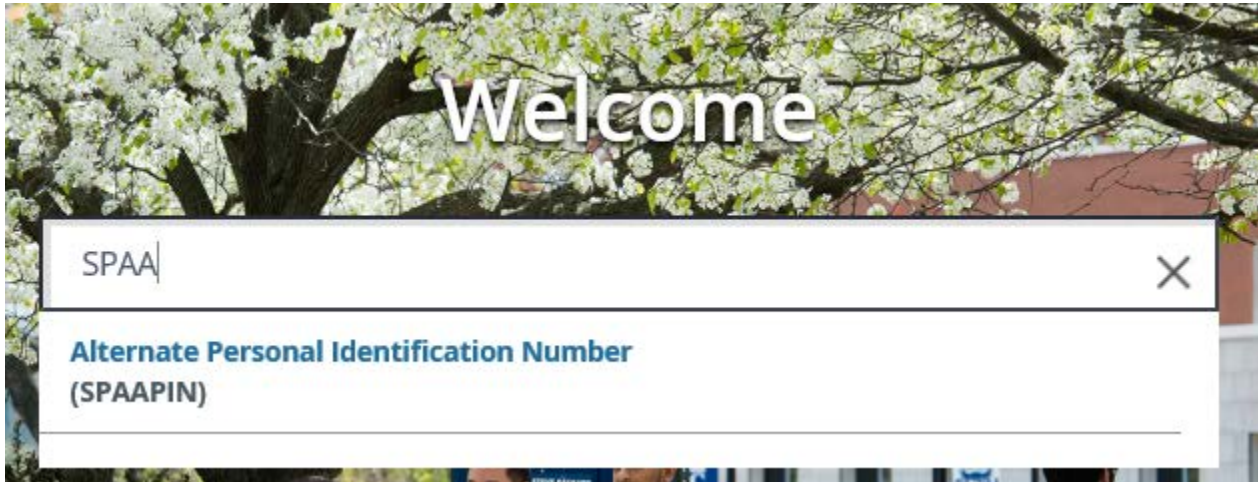


Banner: Student Alternate Pin

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'.

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 interface 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: 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.

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](#)