

Banner 9 – Alternate Personal Identification Number (SPAAPIN)

Students are required to see an advisor before each registration period. Once a student has seen their advisor, the appropriate staff or faculty member must assign the student an Alternate Personal Identification Number (Alt PIN).

This number is the indication that the student has been cleared by their advisor to register for the next term. Students do not need to know their Alt PIN. If the correct number is listed, registration access is granted.

NOTE: Students are not cleared by their advisor to register in Self-Service until an Alt PIN has been added.

Alternate Personal Identifications Numbers are assigned on the form SPAAPIN. However, before you can assign an Alt PIN, you need to verify the student's college and classification. This is done on SGASTDN with the following steps:

Search for "SGASTDN" using either "Search..." on the home screen or the upper left corner magnifying glass.

Enter the student's ID number and the term then click "Go".

General Student SGASTDN 9.3.6 (RACT)

ID: Term: 201810 View Current/Active Curricula:

Start Over

GENERAL LEARNER

From Term: 201660 To Term: 999999

New Term: 201660 ... 2016 Fall

Student Status: AS ... Active

Student Type: C ... Continuing

Residence: R ... Resident

Fee Assessment: ...

Rate: ...

Class: SR Senior

Student Centric Cycle: ...

Full or Part Time: Full Time Part Time None

Site: ...

Block: ...

Session: ...

Citizenship: Y US Citizen

Additional Information

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CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End
1	201660	Bachelor of Scien...	201460	Undergraduate		Business	Bachelor of Scie...	

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The student's classification will be listed in the *General Learner* section and their college will be listed in the *Curricula Summary - Primary* section. Once you have this information click the "X" to return to the Banner homepage.

NOTE: Some personal identifying information, including ID Number, has been redacted.

Search for “SPAAPIN” using either “Search...” on the home screen or the upper left corner magnifying glass.

Enter the term the student has been advised on and the student’s ID number then click “Go”.

Term Code *	Process Name *	Alternate PIN *
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To add an Alt PIN click “Insert” then enter the information.

NOTE: This must be done for EACH term. DO NOT enter an Alt PIN over an existing term, as this will revoke access.

Term Code should be the term the student will be cleared to register by their advisor.

Process Name should autofill to TREG. If it doesn’t, enter TREG here.

Alternate PIN will be a six-digit code determined by the coding scheme below.

It is important that you only use the coding scheme below. These are the only numbers that will allow registration. Do not use numbers from other colleges or classifications.

Once all necessary information has been added click “Save” in the lower right. To enter an Alt PIN for another student, click “Start Over” on the upper right.

- 000000 - A-State Online
- 100000 - Senior/Junior/Graduate/Post-Degree
- 200000 - Sophomore/Freshman/New Freshman
- 300000 - Queretaro
- 400000 - Concurrent

NOTE: Some personal identifying information, including ID Number, has been redacted.