# 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).

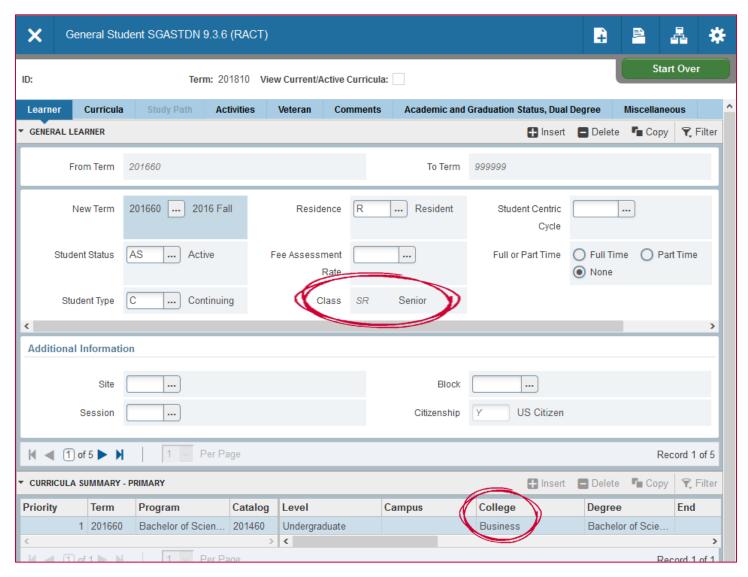
This number is the indication that the student has been cleared by their advisor to register for the next term. Students do not need to know their Alt PIN. If the correct number is listed, registration access is granted.

#### 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.

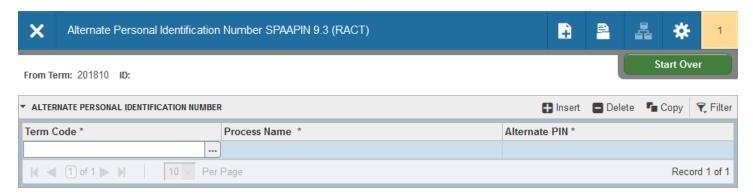
Enter the student's ID number and the term then click "Go".



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.

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".



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.

<u>Term Code</u> should be the term the student will be cleared to register by their advisor.

<u>Process Name</u> 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.

#### **Position 1** is the student's classification:

Graduate Students (GR), Post Degree Students (PD), Seniors (SR)	5
Juniors (JR)	6
Sophomores (SO)	7
Freshmen (FR)	8

## Position 2 is based on the student's college.

AG	1	FA	6
BU	2	HS	7
CM	3	NH	8
ED	4	SM	9
FΔ	5	UC	Ω

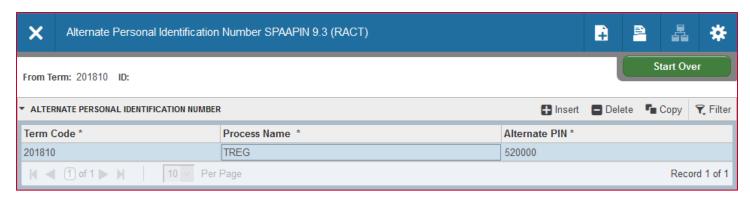
If the student is changing their major, use the college that you, the employee, belong to and complete a Change of Major form for the student.

**Positions 3** is reserved for Admissions and Special Program Areas.

Admissions	1
Regional Programs	2
Registrar's Office	3
All Others	0

**Positions 4 - 6** are all zeros. Be sure to enter all six digits, and only six digits.

For instance, the student example on page 1 is a senior in the College of Business so the Alt PIN is 520000.



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.

SPECIAL CODES – For Authorized Use Only			
Academic Partnerships	000000		
Concurrent High School Students	000010		
Students taking Correspondence only	000020		
ESL Students	000030		
New Freshmen Required to Attend Orientation	100000		
Transfer Tour Students	200000		
Priority Registration Students	300000		
Non-Degree and Transient Students	400000		
Marked Tree Vocational Students	900000		