

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 screenshot displays the Banner 9 SGASTDN 9.3.6 (RACT) interface. The top navigation bar includes a close button (X), the title "General Student SGASTDN 9.3.6 (RACT)", and icons for save, print, and settings. Below the navigation bar, the "ID:" field is empty, and the "Term:" is set to "201810". A "View Current/Active Curricula:" checkbox is present. A green "Start Over" button is located on the right. The main content area is divided into several tabs: "Learner", "Curricula", "Study Path", "Activities", "Veteran", "Comments", "Academic and Graduation Status, Dual Degree", and "Miscellaneous". The "Learner" tab is selected, showing the "GENERAL LEARNER" section. This section includes fields for "From Term" (201660), "To Term" (999999), "New Term" (201660), "Residence" (R), "Student Centric Cycle" (empty), "Student Status" (AS), "Fee Assessment" (empty), "Full or Part Time" (radio buttons for Full Time, Part Time, and None), "Student Type" (C), "Rate" (empty), and "Class" (SR). The "Class" field is circled in red. Below this is the "Additional Information" section, which includes fields for "Site", "Block", "Session", and "Citizenship" (Y). The "CURRICULA SUMMARY - PRIMARY" section is also visible, showing a table with columns: Priority, Term, Program, Catalog, Level, Campus, College, Degree, and End. The "College" field in the table is circled in red. The table contains one row with the following data: Priority 1, Term 201660, Program Bachelor of Scien..., Catalog 201460, Level Undergraduate, Campus, College Business, Degree Bachelor of Scie..., and End.

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

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 *

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.

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
EA	5	UC	0

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.

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

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

✕
Alternate Personal Identification Number SPAAPIN 9.3 (RACT)

From Term: 201810 ID:

Start Over

ALTERNATE PERSONAL IDENTIFICATION NUMBER

Insert
 Delete
 Copy
 Filter

Term Code *	Process Name *	Alternate PIN *
201810	TREG	520000

1 of 1

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Record 1 of 1

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 – <i>For Authorized Use Only</i>	
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