

SPAAPIN

Alternate Personal Identification Number Form

This form is used to access, modify, or assign a student’s Alternate PIN for registration transactions. Alternate PINs are semester-based access codes and are required when students add or drop classes via Self-Service Banner for the fall or spring semesters.

1. Open **SPAAPIN**
2. In the key block, enter a term and a student’s Banner ID. If you don’t know his/her Banner ID, you can search by student name.
3. Go to the next block.
4. In the information block, under **Term Code**, enter the term for which you are creating an alternate PIN. In the **Process Name** field, type in **TREG**. If you misspell the process name, the student won’t be able to register with his/her alternate PIN. Finally, in the **Alternate PIN** field, enter a **6-digit number**.
5. Save the changes. The **Activity Date** field will display the current date.
6. If you need to remove an alternate PIN, click on **Record** (at the top), then select **Remove**. Save the changes.
7. To assign/remove an alternate PIN to another student, click on Rollback and repeat Steps 2-5.

To assign a PIN:

To remove a PIN: