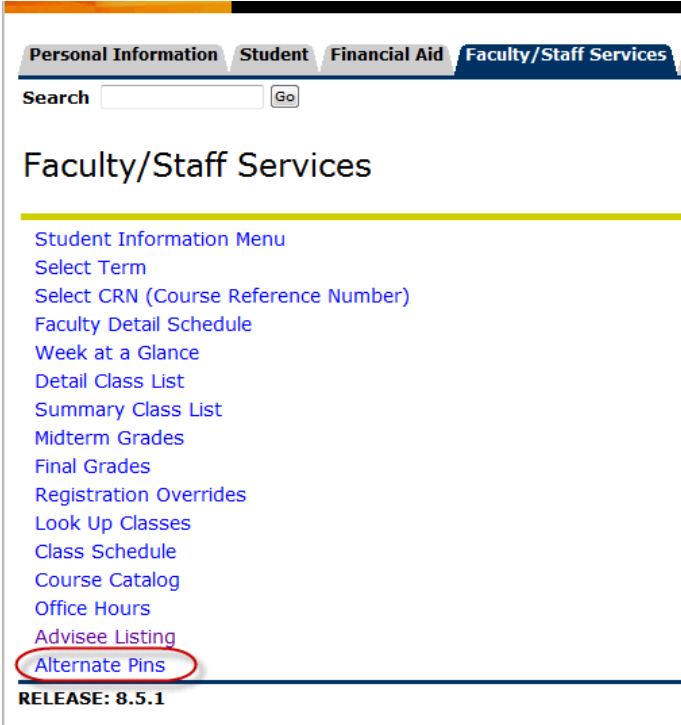


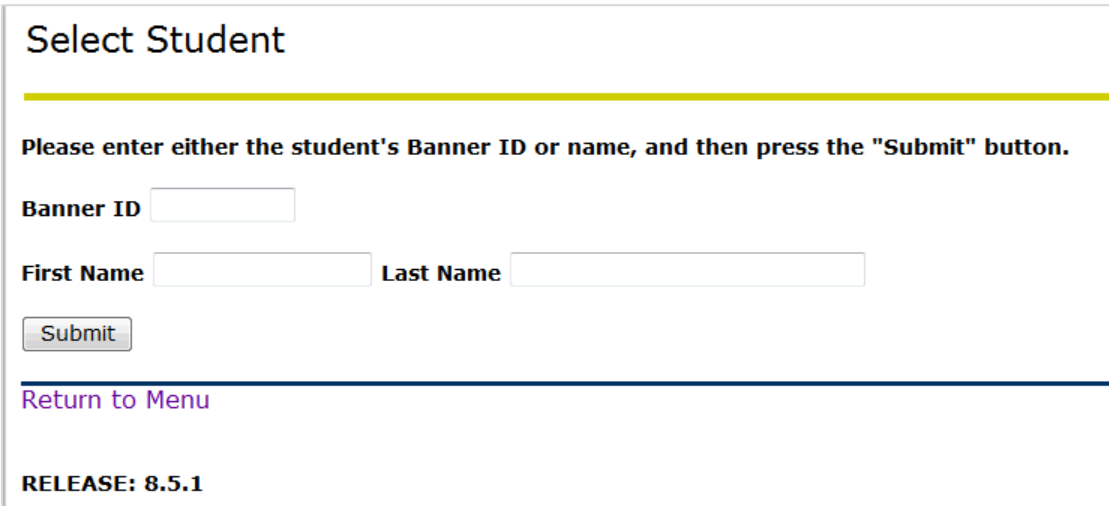
Alt Pin Lookup in Banner

1. Login to Banner
2. Click on **Faculty/Staff Services**. Select **Alternate Pins**.



The screenshot shows the Banner web interface. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Faculty/Staff Services. Below the tabs is a search bar with a "Go" button. The main heading is "Faculty/Staff Services". A list of menu items follows: Student Information Menu, Select Term, Select CRN (Course Reference Number), Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, Midterm Grades, Final Grades, Registration Overrides, Look Up Classes, Class Schedule, Course Catalog, Office Hours, Advisee Listing, and Alternate Pins. The "Alternate Pins" link is circled in red. At the bottom of the menu, it says "RELEASE: 8.5.1".

3. On the **Alternate Pins** page, enter a student's Banner ID or name (First and Last). Click **Submit**.
Note: the lookup is case-sensitive.



The screenshot shows the "Select Student" page. It has a heading "Select Student" followed by a yellow horizontal line. Below the line, the text reads: "Please enter either the student's Banner ID or name, and then press the 'Submit' button." There are three input fields: "Banner ID" (a single text box), "First Name" (a text box), and "Last Name" (a text box). Below these fields is a "Submit" button. At the bottom of the page, there is a "Return to Menu" link and the text "RELEASE: 8.5.1".

4. If the selected student has an alt pin(s), you should be able to view it on the following page:

Alternate Pin

Banner ID: B00557797 **Name:** Sandy Student

Term ; Pin
201230 222222
201210 111111

[Return to Menu](#)

Please note that students may have more than one alt pin when registering for multiple terms (summer, fall registration) and alt pins are strictly term-based. Choose the alt pin for the term for which the student is registering.