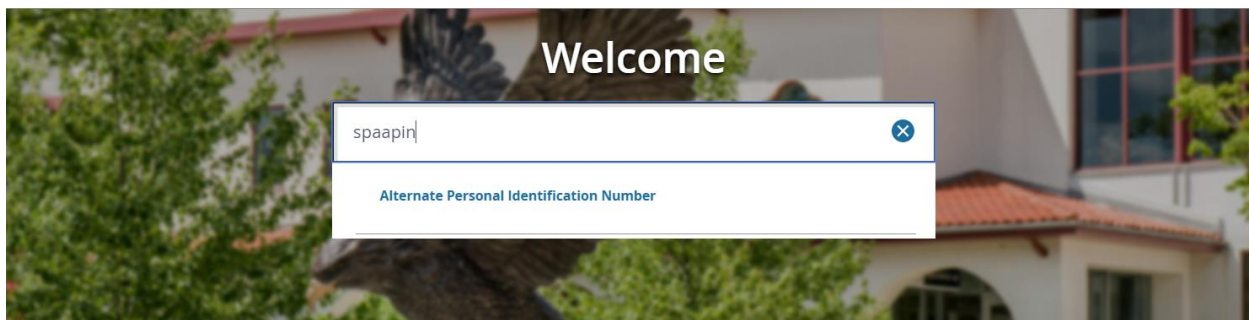


Banner 9: Viewing a Student's Alternate PIN

Accessing the Alternate Personal Identification Number (SPAAPIN) form:

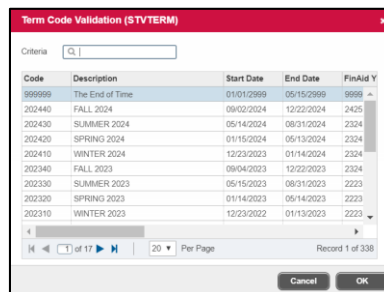
1. Navigate to the **SPAAPIN** form from the landing page



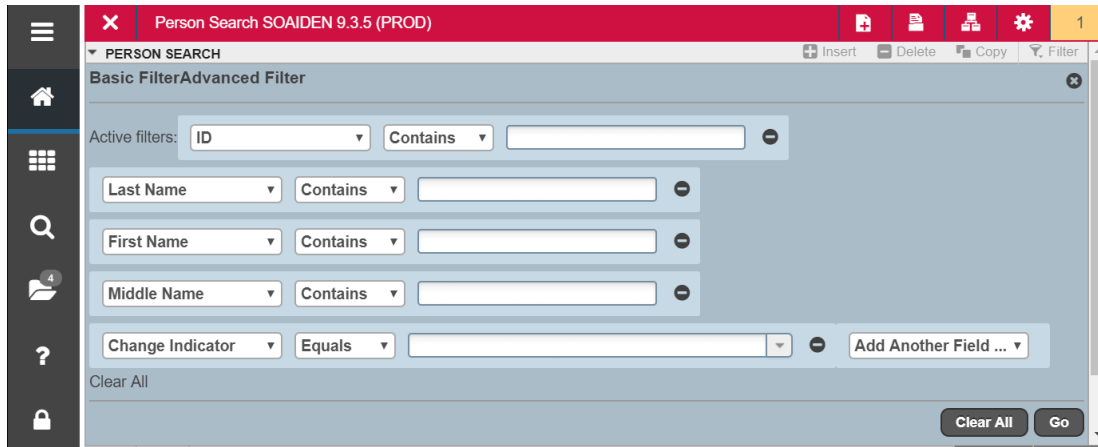
2. Click **search** in the **From Term** field



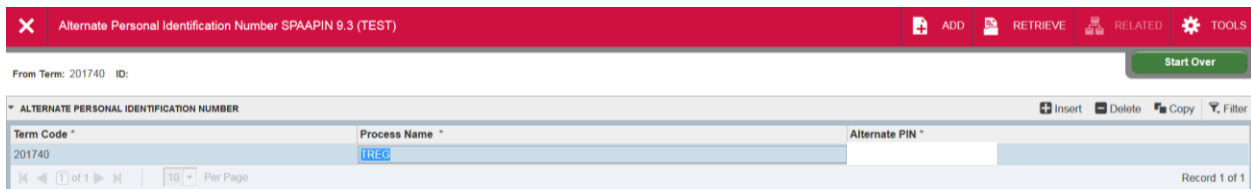
3. Select a term and click **OK**



4. Click **search** in the **ID** field
5. This will open the **SOAIDEN** Person Search form.
6. Enter the search criteria in the appropriate field(s)
7. Click **Go** to execute the query



8. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
9. Click **GO** to execute the query and display the alternate PIN



Note: Alternate PIN's are only issued to Continuing Students for each Spring, Summer, Fall and Winter registration.