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