

## **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

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	From Term:		ID:	***	ine see are la secondaria			Go	Go Alt+PageDow

3. Select a term and click OK

Criteria	Q			
Code	Description	Start Date	End Date	FinAid Y
999999	The End of Time	01/01/2999	05/15/2999	9999 🔺
202440	FALL 2024	09/02/2024	12/22/2024	2425
202430	SUMMER 2024	05/14/2024	08/31/2024	2324
202420	SPRING 2024	01/15/2024	05/13/2024	2324
202410	WINTER 2024	12/23/2023	01/14/2024	2324
202340	FALL 2023	09/04/2023	12/22/2023	2324
202330	SUMMER 2023	05/15/2023	08/31/2023	2223
202320	SPRING 2023	01/14/2023	05/14/2023	2223
202310	WINTER 2023	12/23/2022	01/13/2023	2223 🖕
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- 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

	X Person Search SOAIDEN 9.3.5 (PROD)		÷		옯 3	*	1
	* PERSON SEARCH	🚦 In	sert 🖡	Delete	Сору	🗣 Filte	ir 🤺
*	Basic FilterAdvanced Filter					C	3
	Active filters: ID   Contains   Contains						
	Last Name   Contains   Contains						
Q	First Name     Contains						
	Middle Name   Contains  Contains						
?	Change Indicator   Equals	•	Add	Another	Field 🔻		
	Clear All						
					Clear All	Go	

- 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

X Alternate Personal Identification Number SPAAPIN 9.3	(TEST)	🔒 ADD	RETRIEVE	嚞 RELATEI	tools
From Term: 201740 ID:				Start Over	
* ALTERNATE PERSONAL IDENTIFICATION NUMBER		🖶 Insert	Delete	Copy 🕄 Filter	
Term Code *	Process Name *	Alternate PIN *			
201740	TREG				
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