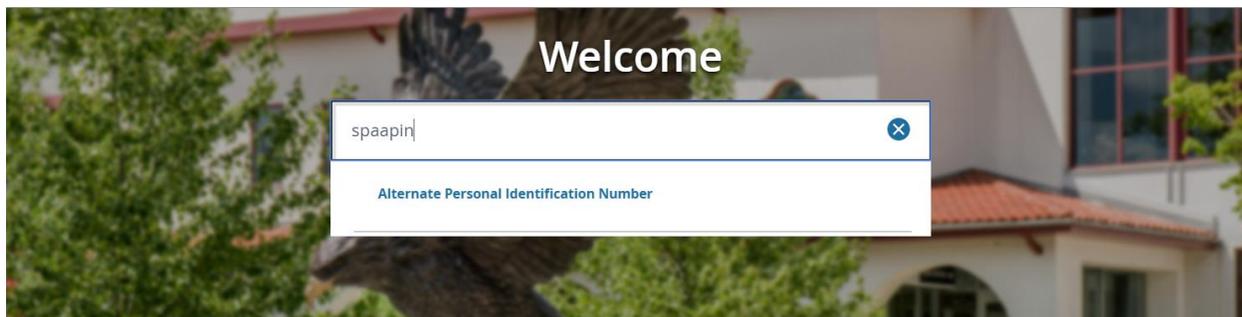# Banner 9: Viewing a Student's Alternate PIN

Accessing the Alternate Personal Identification Number (SPAAPIN) form:
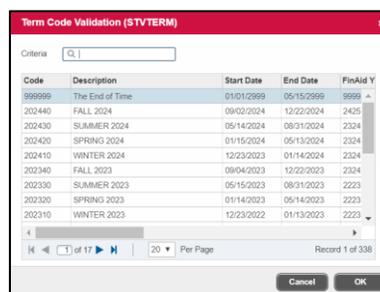
1. Navigate to the **SPAAPIN** form from the landing page
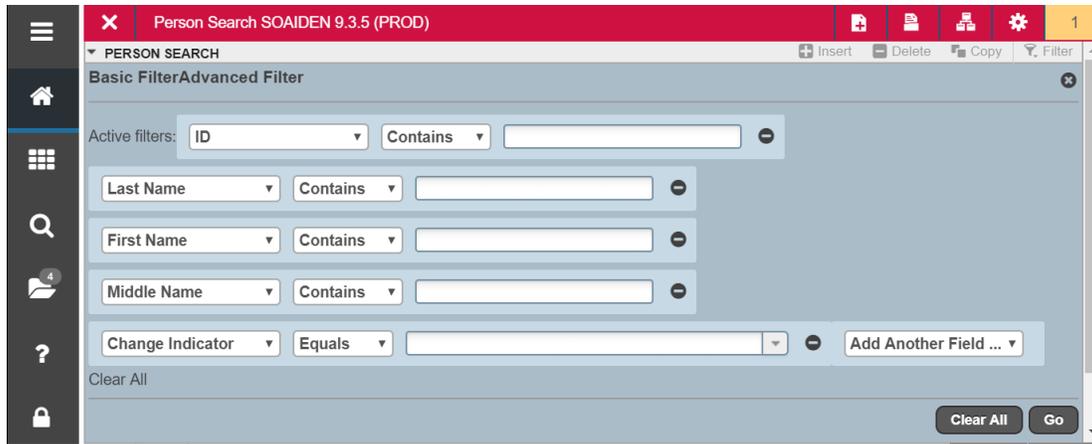

2. Click **search** in the **From Term** field

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