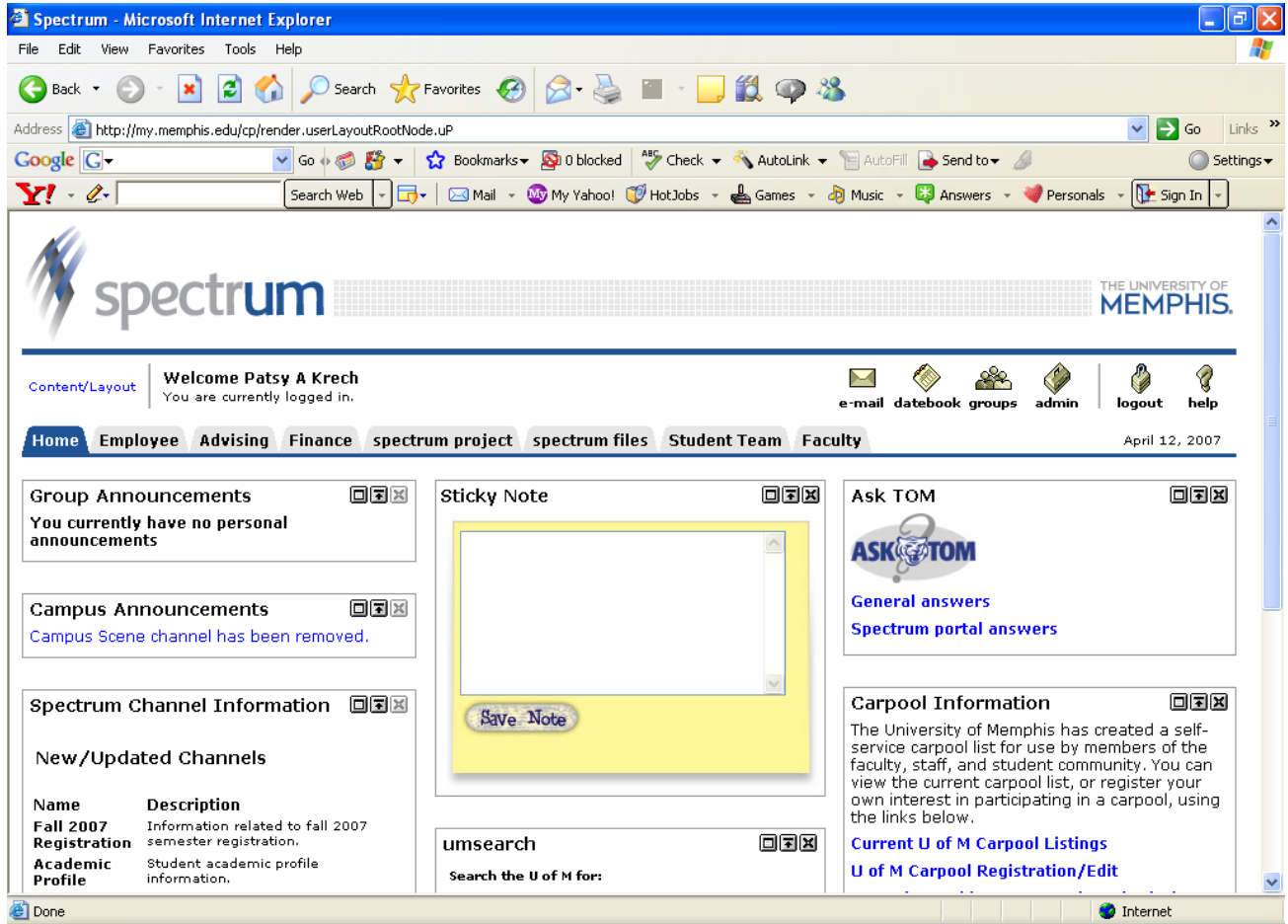


PROCEDURES FOR SETTING ADVISING ALTERNATE PINS IN BANNER SPAAPIN (SIS screen was ADV)

STEPS

1. Login to the myMemphis portal using your Username and password (the same as for e-mail).



2. Select either “**F**aculty” or “**E**mployee” tab.

3. In the “**Advising Forms**” channel on the right, select “**Alternate Pin.**”

Spectrum - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups

Address http://my.memphis.edu/cp/tag.6e435211602f1dcc.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u131s18&uP_tparam=frm&frm= Go Links »

Google G Go Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings

Y! Search Web Mail My Yahoo! HotJobs Games Music Answers Personals Sign In

spectrum THE UNIVERSITY OF MEMPHIS

Content/Layout Welcome Patsy A Krech
You are currently logged in.

e-mail datebook groups admin logout help

Home Employee Advising Finance spectrum project spectrum files Student Team **Faculty** April 12, 2007

Faculty CV

FCV

Faculty CV Website
CV Help and Guidelines

Faculty Schedule

Today is: Apr 12, 2007

Search (MM/DD/YYYY): 08/27/2007 Go

Aug 27, 2007

Weekly View

Advising Forms

- Alternate PIN
- Student Registration Permit - Overrides

SIRS Course Evaluations

- SIRS Availability Schedule
- Faculty SIRS Information/Demo

Faculty SIRS Monitor

Courses

No courses found.

Course Catalog/Schedule

- Course Catalog
Inventory of courses for Fall 2007.
- Class Schedule
Fall 2007 offerings.

Faculty Dashboard

INTRO TO UNIVERSITY ACAD 1100 Term 2007

Banner Self-Service

Done Internet

Banner Form (SPAAPIN)

Fields = rectangles containing information, many of which can be updated or filled in

- TERMS –**

50 = Summer


80 = Fall

Format in Banner = 200780 for Fall 2007

[illegible]

5. Tab to **ID**, and type the student's "**U**" **ID number**. If you type a Social Security Number, the "U" ID number will appear.

[If you do not know the ID number, you may enter the student's last name, a comma, and the first name (for example: Smith, Aaron). A search box will appear, and you can click the arrow to the right of "Search Results" to scroll through the choices and find your student. Click on the student's name.]

6. Click on the **Block** drop down menu, and choose **Next**.
(Or roll over the icons on the toolbar (the line of icons at the top of the form), and click the one for **Next Block** .)
(Or press the Control and Page Down keys.)
7. If the **Process Name** field in the lower block is blank, skip to step 9.

If the **Term Code** is entered in the lower block, and **TREG** is in the **Process Name** field, go to **Record** at the top of the form, and choose **Remove** from the drop down menu. (Or press **Shift/F6**.)

NOTE: TREG in Process Name field is what prevents a student from registering. If the student has already registered for a semester, do NOT reset the alternate pin to TREG or the student will not be able to drop classes during the period when this is allowed.

[illegible]

- Put your cursor in the **Term Code** field, and type the term code **200780**.
- Tab to the **Process Name** field, and type **C** (for cleared).
This form is not case sensitive, so capitals or lowercase will work.
- Tab to the **Alternate PIN** field, and type **your initials**.

NOTE: All 3 fields highlighted of the SPAAPIN form must be set as indicated above or the student will not be able to register.

- (Or right click in the white space, and choose **Save**.) (Or press **F10**.)

From Term: 200780 ▼ID: ▼ 9

Term Code

Process Name

Alternate PIN

200780C

pak

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1

| <OSC>

-

16. To exit, click on “**Return to Employee or Faculty**” tab to return to the portal.

NOTE: Clearing or Setting the Alternate Pin for Multiple Semesters:

In the event that you have a student who needs to be cleared for **more than one semester**, you must clear them on a separate line for each semester. See the illustration below:

Term Code	Process Name	Alternate PIN	Activity Date
200780	C	pv	06-APR-2007
200810	C	pv	12-APR-2007
200850	C	pv	12-APR-2007

Resetting the Advising Alternate Pin

CAUTION: Do NOT reset the PIN if the student has already registered for the term.
The student will be prevented from dropping/adding and may need to withdraw.

In the event that you need to reset the PIN to prevent a student from registering, use the following steps on SPAAPIN:

1. In the “**From Term**” box, type the term **200780** for Fall 2007.

2. Tab to **ID**, and type the student's **ID number**.
3. Click on the **Block** drop down menu, and choose **Next**.
4. Go to **Record** at the top of the form, and choose **Remove** from the drop down menu.
(Or press **Shift/F6**.)
4. In the lower box, in the **Term Code** field, type the term **200780**.
5. Tab to the **Process Name** field, and type **TREG**.
6. Tab to the **Alternate Pin** field, and type **111111**.
7. Save by clicking on the **disc icon** or pressing **F10**.

STEPS for SETTING ADVISING ALTERNATE PINS

1. Access the myMemphis Portal: <http://my.memphis.edu>
2. Log in using your UUID and password.
3. Select either "**Faculty**" or "**Advisor**" tab.
4. In the "**Advising Forms**" channel, select "**Alternate Pin.**"
5. In the "**From Term**" box, type the term **200780** for Fall 2007.
6. Tab to **ID**, and type the student's **ID number**.
7. Click on the **Block** drop down menu, and choose **Next**.
8. If the **Process Name** field in the lower block is blank, skip to step 10.
9. If the **Term Code** is entered in the lower block, and **TREG** is in the **Process Name** field, go to **Record** at the top of the form, and choose **Remove** from the drop down menu. (Or press **Shift/F6**.)
10. Put your cursor in the **Term Code** field, and type the term code **200780**.
11. Tab to the **Process Name** field, and type **C** (for cleared).
This form is not case sensitive, so capitals or lowercase will work.
12. Tab to the **Alternate PIN** field, and type **your initials**.
13. Save by clicking on the **disc icon** at the top left of the toolbar or by pressing **F10**.

14. Look for the message in the bottom left corner after saving: **Transaction complete**. The form will warn you if you attempt to exit without saving.
15. To set the pin for another student, click the **Rollback** icon on the toolbar and enter a new ID. It can be typed right over the old one, or you can delete the one that is there to clear the field.
16. To exit, click on “**Return to Employee or Faculty**” tab to return to the portal.
17. NOTE: In the event that you have a student who needs to be cleared for **more than one semester**, you must clear them on a separate line for each semester.