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 “Faculty” or “Employee” tab.
3. In the “Advising Forms” channel on the right, select “Alternate Pin.”
Banner Terminology:

Banner Form (SPAAPIN)
Blocks = areas within a form separated by yellow lines
Fields = rectangles containing information, many of which can be updated or filled in

4. Place the cursor in the “From Term” box, and type the term 200780 for Fall 2007.

TERMS –
10 = Spring
50 = Summer
80 = Fall

Format in SIS = 07F for Fall 2007
Format in Banner = 200780 for Fall 2007
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.

8. Put your cursor in the **Term Code** field, and type the term code **200780**.

9. Tab to the **Process Name** field, and type **C** (for cleared).
   This form is not case sensitive, so capitals or lowercase will work.

10. 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.
13. Save by clicking on the **disc icon** at the top left of the toolbar.  
   (Or right click in the white space, and choose **Save**.) (Or press **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.

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:

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](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.