

Set Advising Alternate PINs (SPAAPIN)

1. Login to the myMemphis portal. Select the “**Advising**” page. In the “**Advising Forms**” portlet, select “**Alternate PIN (SPAAPIN).**”
2. In the “**From Term**” field enter the term for which you want to set the alternate PIN.
Terms:
10 = Spring 201910 = Spring 2019
50 = Summer 201950 = Summer 2019
80 = Fall 201980 = Fall 2019
3. Tab to **ID** and enter the student’s U number. If you don’t know the ID number, you may use the Lookup button to search on the student’s name. After you have selected the student, click Go.

From Term: 201910 ID: [REDACTED] Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

4. If the **Process Name** field is blank, skip to step 6. If the term is entered in the **Term Code** field, and **TREG** is in the **Process Name** field, select Delete from the record header.

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.

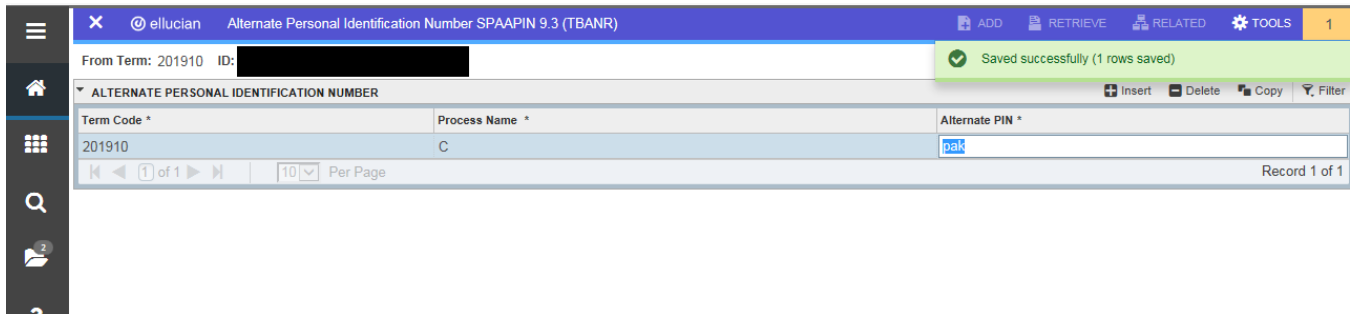
Term Code *	Process Name *	Alternate PIN *
201910	TREG	111111

Record 1 of 1

5. Enter the term code in the **Term Code** field.
6. Tab to the **Process Name** field and enter **C** (for cleared).
7. Tab to the **Alternate PIN** field and type **your initials**.

Note: All 3 fields must be set as indicated above or the student will not be able to register.

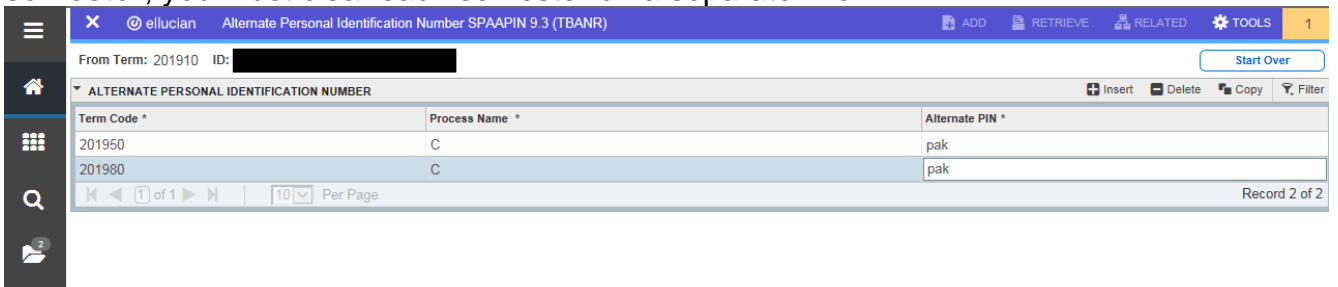
8. Save.
9. Look for the message in the top right corner after saving. The page will warn you if you attempt to exit without saving.



10. To set the PIN for another student, select Start Over and enter a new ID.

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 each semester on a separate line.



Reset 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.
2. Tab to **ID** and enter the student’s U number. Click Go.
3. Highlight the record that should be removed and choose Delete from the section header.
4. Enter the term code in the **Term Code** field.
5. Tab to the **Process Name** field and enter **TREG**.
6. Tab to the **Alternate PIN** field, and type **111111**.
7. Save.