

Viewing Alternate PINs of Your Advisees

As an advisor, you can view a list of your advisees that will provide you with their information, including the four-digit Alternate PIN they will need to register for classes in the fall or spring term. Please note, students will only appear if you are indicated as their advisor in Banner.

After logging into the secure area of URSA (www.iup.edu/ursa), click on the following links in order:

- Faculty & Advisors
- Advisor Menu
- Obtain Advisee Listing

Obtain Advisee Listing - Microsoft Internet Explorer provided by The Administrative Network

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Address https://www.banner.iup.edu/pls/production/szwkadvr.P_IUPSelu.kup Go Links >>

STEP 1: ENTER A TERM

Select Term: Spring 2009

STEP 2: CHECK BOX TO EXPORT DATA TO EXCEL (OPTIONAL)

Export to Excel

STEP 3: ENTER AN ADVISOR ID OR STUDENT ID OR SELECT AN ORGANIZATION, DEPARTMENT, OR MAJOR

If an Advisor ID is entered, a listing of the Advisors Advisees will be generated for registered students.

Enter IUP Id of the Advisor: @00000000 Advisor Query

If a Student ID is entered, the Student's Alternate PIN and Primary Advisor will be displayed.

Enter IUP Id of the Student: Student Query

If an Organization is selected, a list of the Organization's Advisors will appear. Select an Advisor from that list to view a list of his/her Advisees.

Select an Organization: -None- Organization Query

If a Department is selected, a list of all Advisees for the selected Department and their advisor(s) will be generated.

Select a Department: -None- Department Query

If a Major is selected, a list of all Advisees for the selected Major and their advisor(s) will be generated.

Done Local intranet

Step 1:

You need to select a term. The term you select will determine the students who appear on your list. **Your advisees need to be registered for the term you select in order for them to appear on your list; if they are not registered for that term, they will not appear on your list. You will most likely select the current term when advising for the coming fall or spring registration.**

Step 2:

There are three options to obtain a list of advisees. You are going to choose the first one – Advisor Query. In the empty field, enter your ID number, complete with the “@” symbol, then click on the **Advisor Query** button.

A list of your advisees registered in the term you selected will appear in a grid format. The four-digit Alternate PIN for the coming fall or spring term will appear on the right side of the grid. The semester and year will be provided to clearly indicate for which term the Alternate PIN is assigned.

Please note Alternate PINs are not used for summer or winter registration. If the term you selected is the fall or winter term, the Alternate PINs displayed will be for the subsequent spring term. If the term you selected is the spring or summer term, the Alternate PINs displayed will be for the subsequent fall term.

ID	NAME	EMAIL	PROGRAM	ADVISOR CODE	PRIMARY IND	SEMESTER HOURS	TOTAL HOURS	GPA	SPRING 2009 ALT PIN	SPRING 2009 BEGIN REG	SPRING 2009 REG IND
									3207	10/01/08	N
									3305	10/02/08	N
									1692	10/03/08	N
									6341	10/04/08	N
									3017	10/04/08	N
									2207	10/05/08	N
									6057	10/06/08	N
									4892	10/07/08	N
									3157	10/08/08	N
									1385	10/09/08	Y
									4102	10/10/08	N
									4102	10/10/08	N
									9810	10/01/08	Y
									4587	10/02/08	N
									1347	10/03/08	N
									8510	10/04/08	N
									6705	10/05/08	N
									3782	10/06/08	Y
									9750	10/07/08	N
									7504	10/08/08	N
									3574	10/09/08	Y
									3791	10/10/08	N
									8107	10/01/08	N
									0419	10/02/08	N
									3705	10/03/08	Y

If Alternate PINs have not yet been assigned for the subsequent fall or spring term, it will display “No Pin.”

To the right of the Alternate PIN you will see a field containing a date. This date is the first time that the advisee may begin registering for classes in the coming fall or spring term.

On the far right you will see a field containing a “Y” (Yes) or “N” (No). This indicates if the advisee is currently registered for the coming fall or spring term.

Exporting to Excel:

Obtain Advisee Listing - Microsoft Internet Explorer provided by The Administrative Network

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STEP 1: ENTER A TERM

Select Term: Spring 2009

STEP 2: CHECK BOX TO EXPORT DATA TO EXCEL (OPTIONAL)

Export to Excel

STEP 3: ENTER AN ADVISOR ID OR STUDENT ID OR SELECT AN ORGANIZATION, DEPARTMENT, OR MAJOR

If an Advisor ID is entered, a listing of the Advisors Advisees will be generated for registered students.

Enter IUP Id of the Advisor: @00000000 Advisor Query

If a Student ID is entered, the Student's Alternate PIN and Primary Advisor will be displayed.

Enter IUP Id of the Student: Student Query

If an Organization is selected, a list of the Organization's Advisors will appear. Select an Advisor from that list to view a list of his/her Advisees.

Select an Organization: -None- Organization Query

If a Department is selected, a list of all Advisees for the selected Department and their advisor(s) will be generated.

Select a Department: -None- Department Query

If a Major is selected, a list of all Advisees for the selected Major and their advisor(s) will be generated.

Select a Major: Major Query

Done Local intranet

Checking the “Export to Excel” box before clicking on **Advisor Query** will export your generated list to an Excel spreadsheet. This will allow you to format and sort the data.

Other Options:

Advisee information can be viewed using options other than by selecting **Advisor Query**. They are as follows:

Student Query: Enter the ID of a student to obtain their information. The student must be registered for the term you selected in Step 1, and must have an advisor assigned.

Organization Query: Select an organization code from the selections. This will generate a list of advisors within the organization. Click on an advisor's ID to see their advisee information.

Department Query: Select a department from the selections. This will generate a list of students in the department, along with their advisor.

Major Query: Select a major from the selections. This will generate a list of students in the major, along with their advisor.