

## Alternate Personal Identification Number Form – SPAAPIN

This form is used to access, modify, or assign a student's Alternate PIN for registration transactions. Alternate PINs are semester-based access codes and are required when students process registration transactions via web registration for the fall or spring semesters.

Term Code	Process Name	Alternate PIN	Activity Date
201340	TREG	4578	18-JUN-2013

### To access student's Alternate PIN:

- Enter the appropriate term in the **From Term** and the student's **ID**.
- Proceed to Next Block or place the cursor in the **Term Code** field to display existing Alternate PIN information.
- To modify, simply change the number in the **Alternate PIN** field and *Save*.
- *Rollback* to access another student's record or *Exit* to leave the form.

### To create an Alternate PIN for a term:

- Enter the applicable term in the **Term Code** field.
- The **Process Name** to enter for web registration is *TREG*.
- Enter a four-digit number in the **Alternate PIN** field and *Save*.
- *Rollback* to access another student's record or *Exit* to leave the form.