

Viewing Alternate PINs of Your Advisees

Advisors can view a list of their advisees containing their information, including the four-digit Alternate PIN that is needed for Fall and Spring registration. Students will only appear to their assigned advisor in Banner.

- 1 Login to MyIUP under Advising Tools, select **Advisee List**

The screenshot shows the MyIUP website header with the IUP logo and navigation tabs: Personal Information, Alumni & Friends Services, Student Services, Financial Aid, Faculty Services, Employee, and IUP Administration. Below the header is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'OBTAIN ADVISEE LISTING' and contains four steps:

- STEP 1: ENTER A TERM**
A dropdown menu labeled 'Select Term:' is set to 'Spring 2019'.
- STEP 2: CHECK BOX TO EXPORT DATA TO EXCEL (OPTIONAL)**
 Export to Excel
- STEP 3: CHECK BOX TO INCLUDE NON-REGISTERED STUDENTS/FUTURE ADMITS (OPTIONAL)**
 Include Non-Registered/Future GRADUATE students
 Include Non-Registered, Active UNDERGRADUATE students
- STEP 4: CHECK BOX TO ONLY INCLUDE STUDENTS WHO HAVE APPLIED FOR GRADUATION (OPTIONAL)**
 Applied For Graduation

- 2 **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 for them to appear on your list. If they are not registered for that term, they will not appear on your list. Select the current term when advising for the coming fall or spring registration.

- 3 **Obtain a list of advisees.** Choose the *Advisor Query* field. In the empty field, enter your ID number, using 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.

STEP 5: 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.

The screenshot shows a form with the label 'Enter IUP Id of the Advisor:' followed by a text input field containing '@00000000' and a red 'Advisor Query' button.



Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

OBTAIN ADVISEE LISTING

@000 (): Advisee Listing

ID	STUDENT NAME	EMAIL	PROGRAM	ADVISOR CODE	PRIMARY IND	SEMESTER HOURS	TOTAL HOURS	GPA	FALL 2019 ALT PIN	FALL 2019 BEGIN REG	FALL 2019 REG IND	ADVISOR NAME
@03	Hadeera		UNDC-NM	MAJ1	Y	13	0	0	No Pin		N	James Burkatt
@03	Charles		UNDC-NM	MAJ1	Y	16	0	0	No Pin		N	James Burkatt
@03	Luke		UNDC-NM	LC	Y	15	0	0	No Pin		N	James Burkatt
@03	Rebecca		UNDC-NM	MAJ1	Y	13	0	0.00	No Pin		N	James Burkatt
@03	Shaniya		UNDC-NM	MAJ1	Y	15	0	0.00	No Pin		N	James Burkatt
@03	Haylee		UNDC-NM	MAJ1	Y	15	0	0.00	No Pin		N	James Burkatt
@03	Alexis		UNDC-NM	MAJ1	Y	16	0	0.00	No Pin		N	James Burkatt
@03	Alyssa		BIOL-ECEB	MAJ1	Y	15	2	4	No Pin		N	James Burkatt
@03	Amelia		UNDC-NM	MAJ1	Y	16	0	0	No Pin		N	James Burkatt
@03	Kalli		UNDC-NM	MAJ1	Y	15	0	0.00	No Pin		N	James Burkatt
@03	Samuel		UNDC-NM	MAJ1	Y	15	0	0.00	No Pin		N	James Burkatt
@03	Mikayla		UNDC-NM	MAJ1	Y	14	15	0	No Pin		N	James Burkatt
@03	Alexa		UNDC-NM	MAJ1	Y	17	47	3.51	No Pin		N	James Burkatt

- Alternate PINs that have not been assigned for the subsequent fall or spring term, will display *No Pin*.
- The date to the right is the first time the advisee may begin registering for classes in fall/spring terms.
- On the far right a field containing a “Y” (Yes) or “N” (No) indicates if the advisee is currently registered for the coming fall or spring term.

Exporting to Excel:**STEP 2: CHECK BOX TO EXPORT DATA TO EXCEL (OPTIONAL)** Export to Excel

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 to View Advisee Information: (the following queries are beneath STEP 5)

Student Query: Enter the student ID 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 advisors and students in the major.