# University of New Haven

Banner 9 Admin Pages: View Student Registration PINs (SPAAPIN)

The ability to view student registration PINs is permission-based; Chairs and Program Coordinators and anyone named as their designee should be communicated to the Registrar's Office at registrar@newhaven.edu or call 203.932.7309

- Existing registration PINs are removed just prior to the add/drop period from all students that have been advised and are registered. Registration PINs are generated anew for each fall and spring term approximately 1 month before the advising period begins.
- Criminal Justice majors do not require registration PINs. However, the student are given a registration PIN if they have an additional major other than in Criminal Justice.
- Criminal Justice majors that belong to a special population group, (Athletes, ROTC, Veterans, Marching Band, Campus Access Services, Honors, Fast Track) will receive an email from the Registrar's Office with a registration PIN one week prior to registration release dates to access early registration.

PROCEDURES FOR VIEWING STUDENT REGISTRATION PINs

1. In the Go To area on the General Menu screen, enter the form name, SPAAPIN, and press the Enter key.
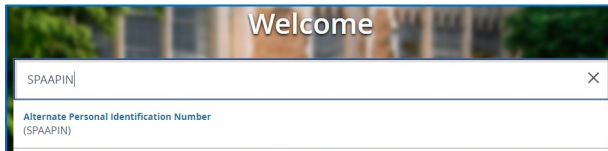
2.
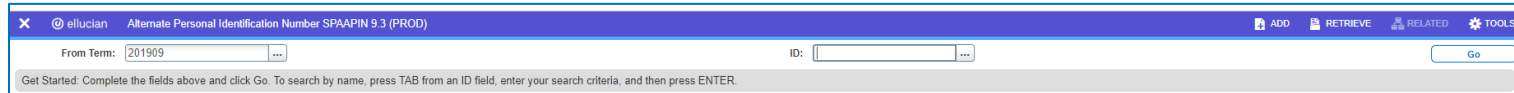
3. On the Key Block bar, in the From Term field, type the term for which students will be registering (type 201909 for Fall 2019) or select the term from the options in the "more" list (…).

4. Enter the student ID number and press the Go button **OR** search for a student by clicking the "more" button and entering the student's last name, first name. Select the student and click the Select button at the bottom of the page). The student ID and name is entered in the form.

If a PIN has been assigned to the student, you will see the PIN information in the block.

If the Activity Date listed at the bottom of the page is 02/01/1909, then the PIN was already released and emailed to the student via the Banner Self-Service Advisee Listing page.
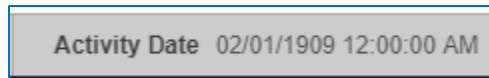
To search for a different student:

- Click the Start Over button at the top of the page.
- Clear the existing ID from the ID field.
- Enter a new ID/Name and hit Enter.

If needed, close notifications by clicking on the notification number.
To exit the form and return to the General Menu, click the Exit icon X .

Contact for additional assistance using any University of New Haven system: Lisa Scranton lscranton@newhaven.edu 203.932.7485
Contact the Registrar's Office with questions about the information in Banner records at registrar@newhaven.edu 203.932.7309.

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