SPAAPIN – Alternate Personal Identification Number ~ PAC Screen

Registration dates are managed in Banner by codes/pins entered on SPAAPIN.   Students must have a pin entered on SPAAPIN in order to register on RaiderNet. The student does not need to know this pin or enter it anywhere.   This pin is for internal purposes only and controls access to RaiderNet by term. Always check SPAAPIN before registering a student on SFAREGS, since staff may register a student without a pin on SFAREGS.

From the main menu, type in SPAAPIN in the "Go To" box (Direct Access) and hit Enter.

1. Enter the Term Code in From Term field.   Example: Spring 2008 = 200810 Summer 2008 = 200850 and Fall 2008 = 200880
2. Enter the Student ID and hit the Enter key. Next Block.
3. Enter the Term Code: 200810
4. Enter Process Name: TREG (A student cannot register if TREG is misspelled.)
5. Enter Alternate PIN: (see grid)
6. Save.   (The Activity Date will auto populate).

If a student has a general student record (SPAIDEN) but has not applied (no SAAADMS record) but a pin is entered on SPAAPIN, and a student attempts to access RaiderNet, the student will receive a message "You are not authorized to use the Web Information Systems. Please contact the Admissions Office for more information."

Once a significant decision is granted on SAADCRV, a SGASTDN record is created. If a student has a pin on SPAAPIN he can then register in self service if it is during a period when web registration is available.

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