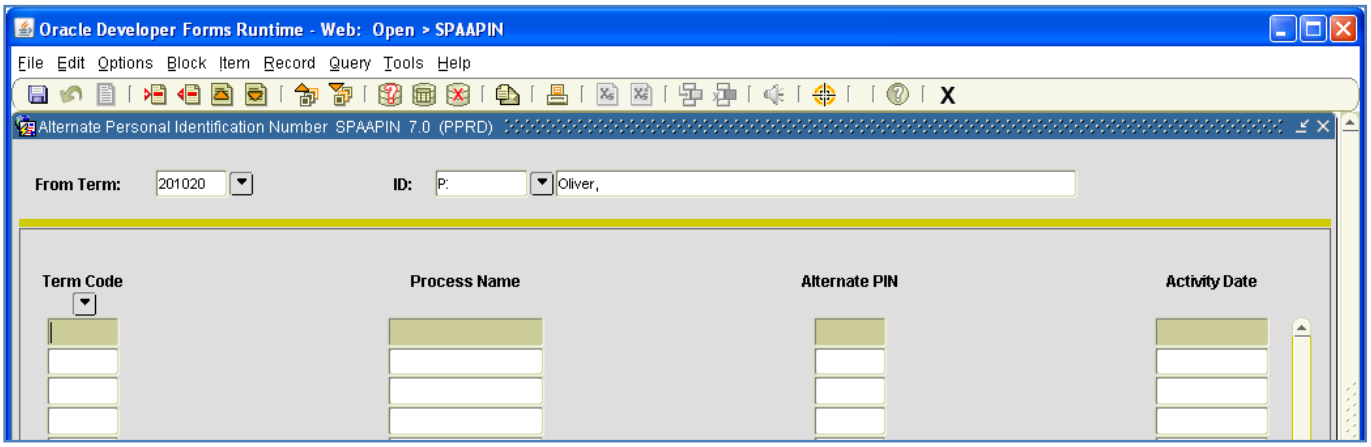
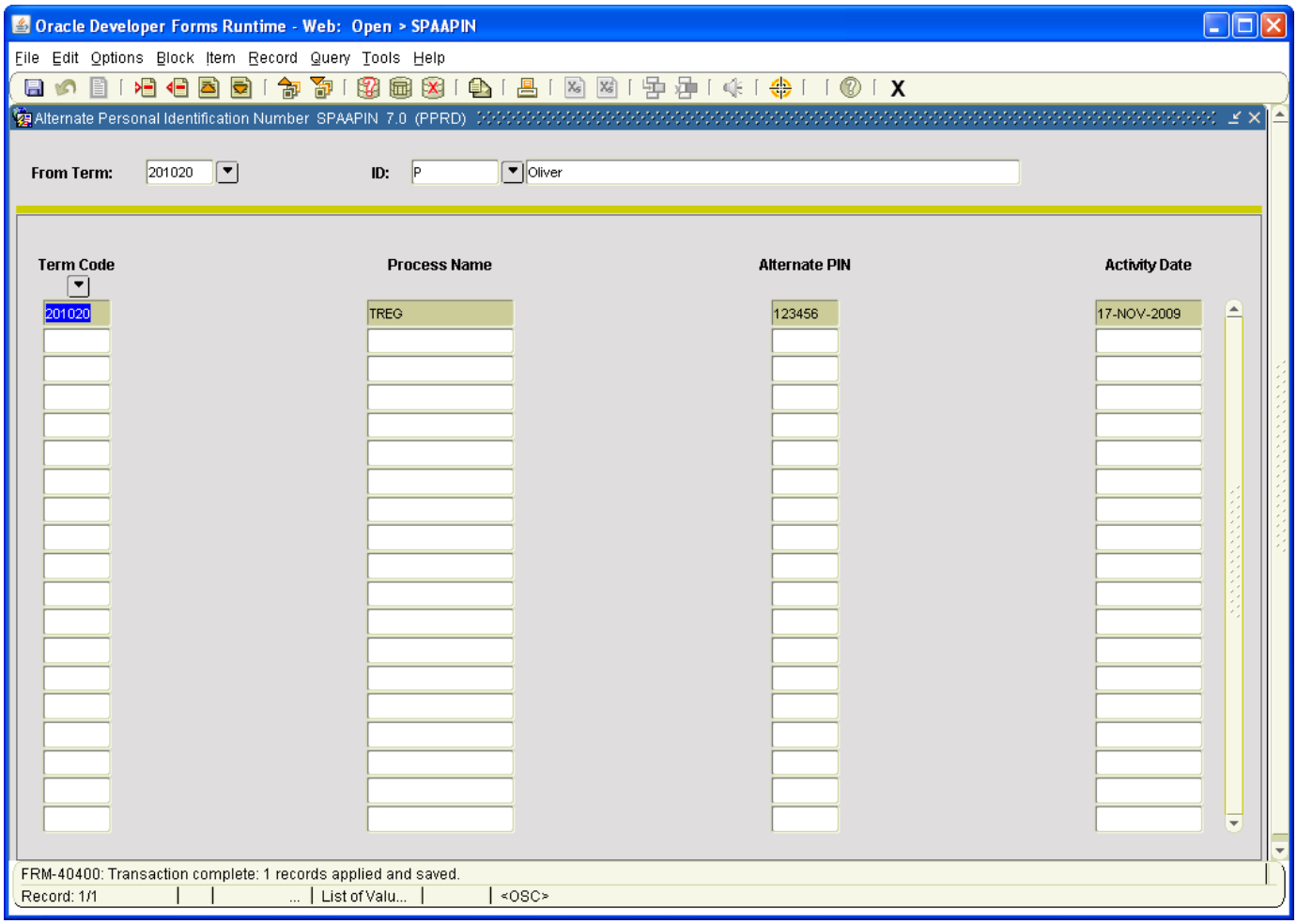
Setting an Alternate PIN in SPAAPIN

1. Enter Banner INB.
2. Go to **SPAAPIN**.
3. Enter the **Term** and **ID** for the student.
4. **Next Block**.



5. Enter the **Term Code** for which registration will take place. (i.e. 201020)
6. Enter "TREG" in **Process Name**.
7. Enter a random 6 digit number in **Alternate PIN**.
8. Save.