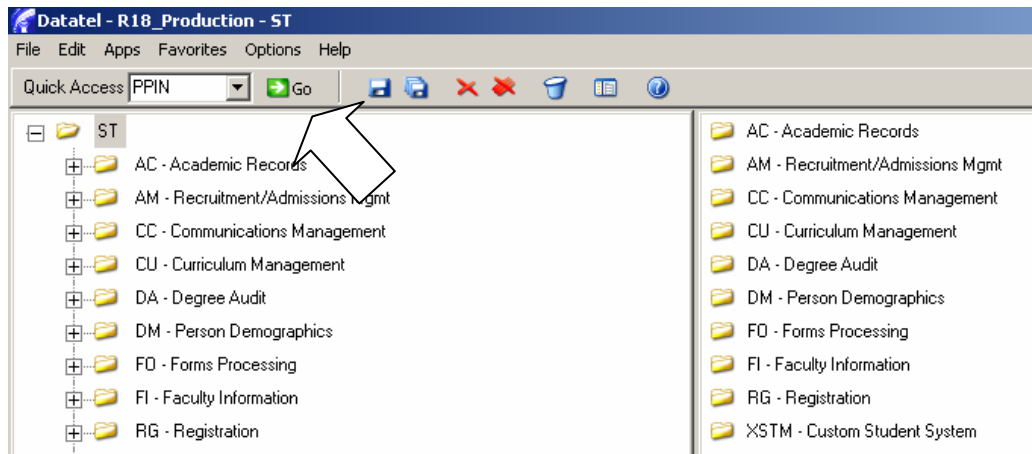


# How to Access and Create Student Personal Identification Numbers (PIN)

Student Personal Identification Numbers are created by advisors and then provided to students so they can telephone register for the upcoming semester. Student Personal Identification Numbers (PINs) can be created and accessed through the Personal ID Numbers section of Colleague. The Student PIN mnemonic is **PPIN**

## Step One: Access PPIN Screen

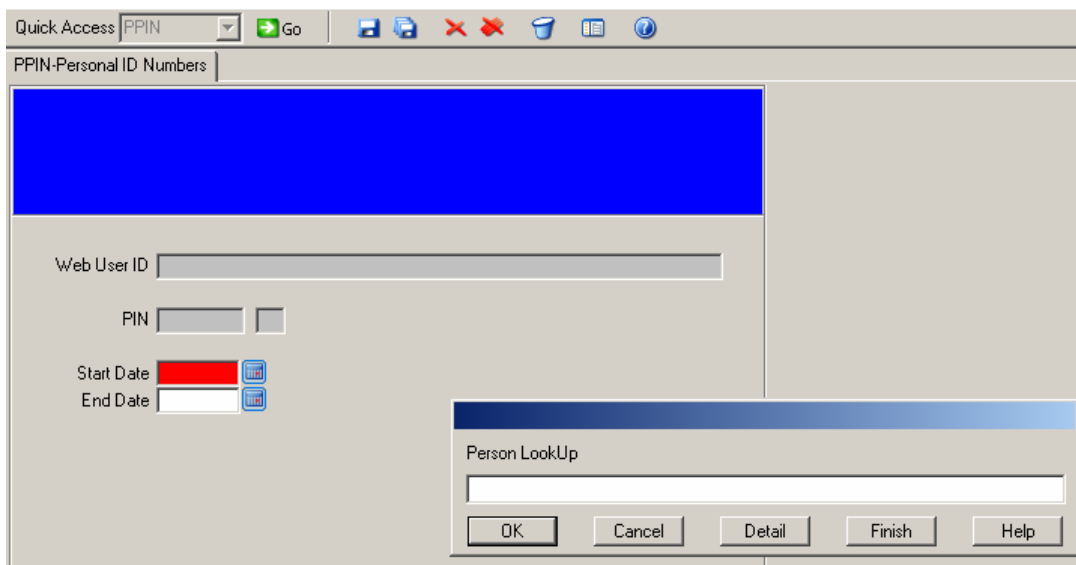


To access the Student PIN screen, type **PPIN** in the mnemonic box (located on the **Tool Bar**), and then click the **GO** button.

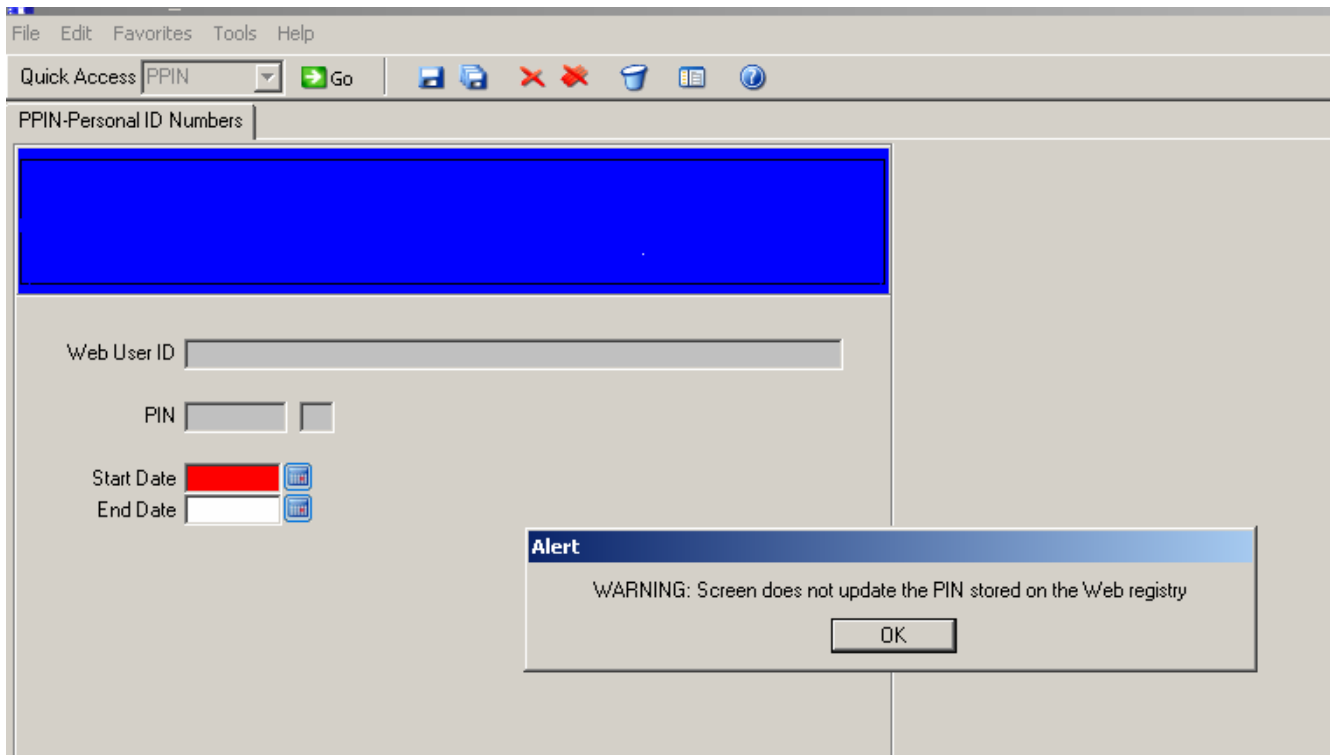
## Step Two: Select Student Record (Person Look Up)

After you enter **PPIN** in the mnemonics box and click **GO**, you will arrive at the **Person Look Up** screen.

As with the Student Look Up section of the Colleague, you will need to select a student's record to access their test scores. Please refer back to pages 10-14 to review the student record selection process. The same methods of student record selection will also be used to access a student's test scores and schedule.

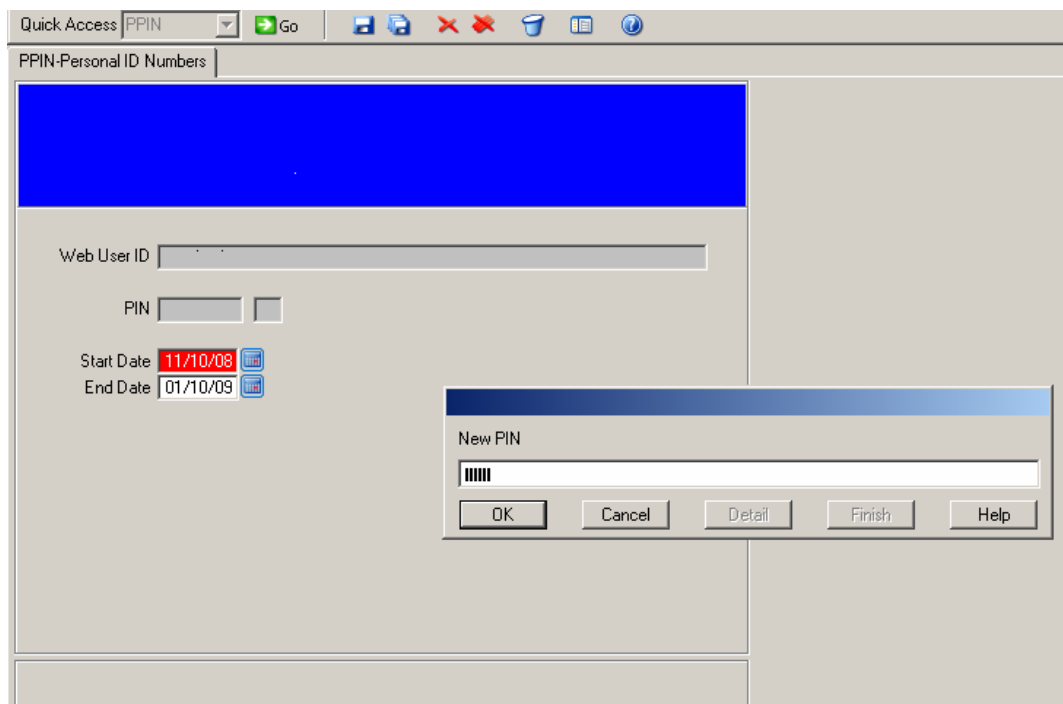


After you have selected a student's record, you will receive a warning message before the student's record appears. Click **OK** to access the student's record.

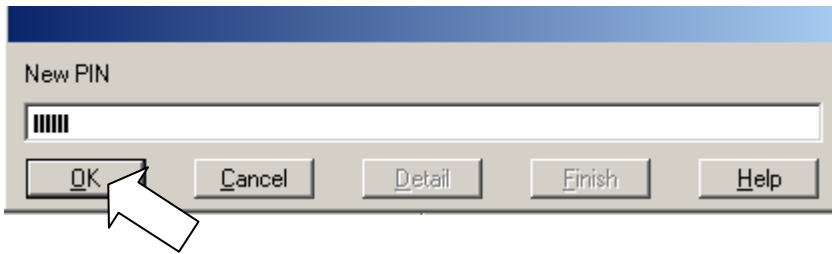


### Step Three: Create Student PIN

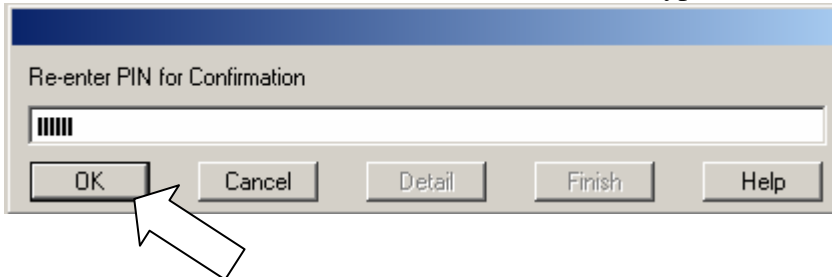
After you have selected a student record, you will arrive at the **New PIN** screen. The **New PIN** screen is where you will enter a **six** digit personal identification number for the student you have selected. The **six** digit PIN will be the student's date of birth in the mmddyy format. For example, if the student was born on July 18, 1983 the PIN you will enter on the **New PIN** screen will be 071883.



As you type the PIN in the New PIN box, you will only see dashes or asterisks. When you are finished typing in the six digit PIN, click **OK**.

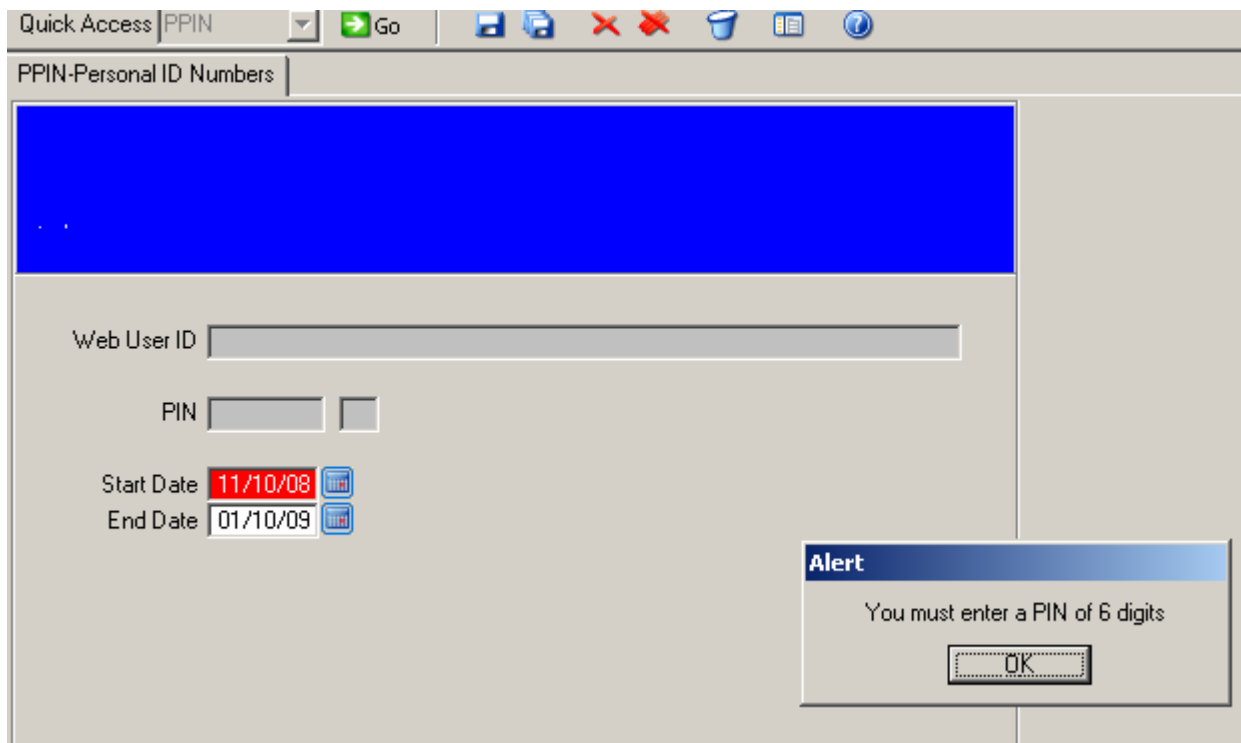


You will be asked to reenter the PIN for confirmation. Type the PIN again in the box and click **OK**.



**The student PIN you create will not be visible on any Colleague screens.** If the “New PIN” and “Re-enter PIN for Confirmation” screens do not match, you will begin again with the “New PIN” screen.

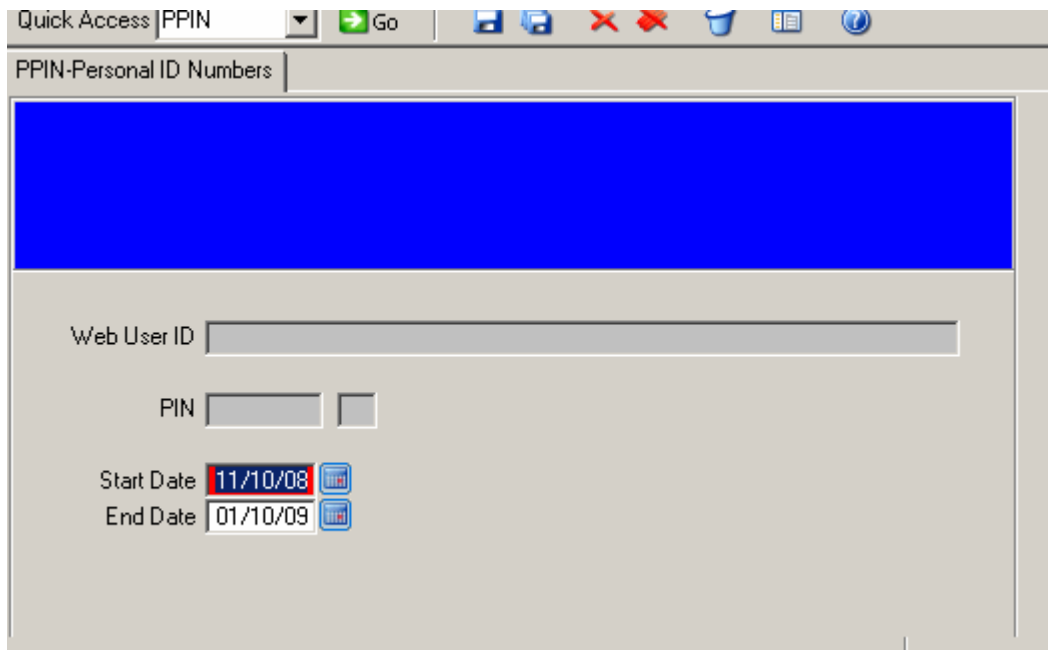
If you enter a four digit number on the “New PIN” screen you will be given an Alert message “You must enter a PIN of 6 digits” and you will begin again with the “New PIN” screen



## Step Four: Set PIN Activation Dates

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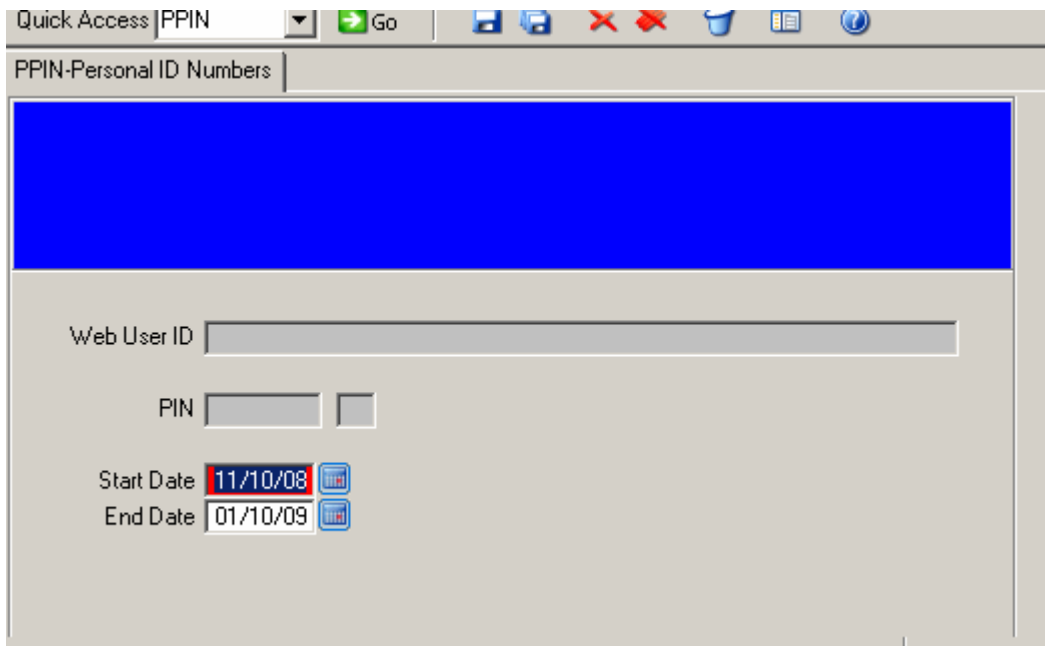
After you have created and confirmed the six digit PIN for your student, you will need to set the PIN activation dates.



The screenshot shows a web browser window with the title "PPIN-Personal ID Numbers". The browser's address bar shows "Quick Access | PPIN" and a "Go" button. The page content includes a large blue rectangular area at the top. Below this, there are several input fields: "Web User ID" (a long text box), "PIN" (two small text boxes), "Start Date" (a date field with a calendar icon, showing "11/10/08"), and "End Date" (a date field with a calendar icon, showing "01/10/09").

The **Start Date** will automatically default to today's date or the dates that were set from last semester. **You must set the Start Date as the first day that student's can register.** Be sure to check the registration dates every semester since the first date of registration must be listed correctly in the **Start Date** field.

The **End Date** needs to be populated with the day before registration begins for the next registration period. Be sure to check the registration dates every semester since the end date must be listed correctly in the **End Date** field.



This screenshot is identical to the one above, showing the "PPIN-Personal ID Numbers" form. The "Start Date" field is highlighted with a red border, and the "End Date" field is also highlighted with a red border. The "Start Date" is set to "11/10/08" and the "End Date" is set to "01/10/09".

After the **Start Date** and **End Date** have been entered, the student's record will need to be saved and updated. To save the changes made in the student record click the **SAVE ALL** icon (several floppy disks icon to the right of the **GO** button, located on the **Tool Bar**). After you click the **SAVE ALL** icon, you will return to the main menu.