Creating PINs in Batch-021508

1. Navigate to the page where PIN exclusions are set: University of Maine Systems > Set Up UMS > Records and Enrollment > PIN Exclusion.

2. PIN exclusions are set up in effective dated rows, by Institution and Academic Career. To check for existing PIN exclusion set up, enter your Institution.

3. Click the Search button. If any are found, select from the list.

4. To create a new PIN exclusion, click the Add a New Value tab.

5. Make sure the correct Institution is entered. Select the Academic Career.

6. Click the Add button.

7. If necessary click the Add a Row button to add a new row to set up the new term.

8. Enter the desired information into the Begin Term field.

9. Select an Academic Program. Click the Academic Program button and select the Program.

10. To add a second Program for exclusion, click the Add a new row button.

11. Select a Program.

12. To select a particular Plan in the selected Program, click the Academic Plan button.


14. To exclude students by Admit Type, click the Admit Type button.

15. Select from the list.

16. When all exclusions have been entered, save.

17. Navigate to the batch PIN process: University of Maine Systems > Records and Enrollment > Batch Processing > Enrollment PIN Creation.

18. As usual for batch processes, you need a Run Control ID. You can either use one of your existing Run Control IDs, or you can create a new one. To use an existing ID, click the Search button and select the ID from the resulting list.

19. To create a new Run Control ID, click the Add a New Value tab.

20. Enter a name into the Run Control ID field. Do not use blanks in the name.

21. Click the Add button.

22. Enter the desired information into the Institution field.

23. Select the correct Academic Career from the list.

24. Enter the desired information into the Term field.

25. Click the Run button.

26. Click the OK button.

27. Click the Process Monitor link.

28. Click the Refresh button from time to time until Run Status is Success and Distribution Status is Posted.
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<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>Click the <strong>Details</strong> link.</td>
</tr>
<tr>
<td>30.</td>
<td>Click the <strong>View Log/Trace</strong> link.</td>
</tr>
<tr>
<td>31.</td>
<td>Click the <strong>Redirected Terminal Output</strong> link to view any messages.</td>
</tr>
<tr>
<td>32.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>