

Version	1.0
Document Generation Date	2/21/2008
Date Modified	2/21/2008
Last Changed by	ASDS
Status	Draft

Student PINs-021508

Concept

At some Institutions, students must have a special PIN validated before they are allowed to enroll in classes through self service. Each Institution can choose to use the PIN process or not, and if it is used, can select which programs or admit types of students are required to use PINs.

If PINs are used, student records staff determine which students are excluded from the PIN requirement, and then run a batch job to generate the PINs. This batch process must be run each term. Each student who has not been excluded is assigned a randomly generated number - the PIN. When a student sees his/her advisor, the advisor can either validate the PIN immediately, or give the student the PIN to enter manually during self-service enrollment.

Policies and procedures around PINs vary among the UMS Institutions. At some Institutions, the advisor and student may never need to view or enter the actual PIN; instead, the advisor validates the PIN behind the scenes by approving the student's proposed schedule. At other Institutions, the advisor may receive a list of PINs to hand out to his/her advisees, or may use an online tool to display and validate each student's PIN.

In this topic we see how to approve an advisee's schedule (which at some Institutions will validate the PIN invisibly), and also how to use the PIN tool to display and validate the PIN for a student.

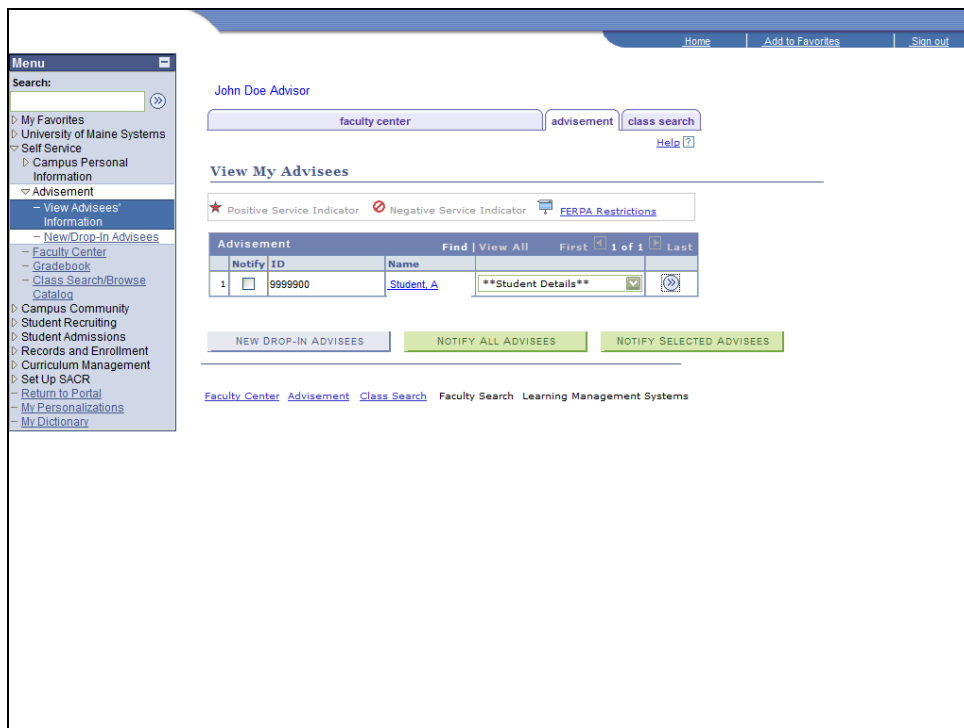
Procedure

To view the online Process Document and Quick Guide for this procedure, click the icons below.

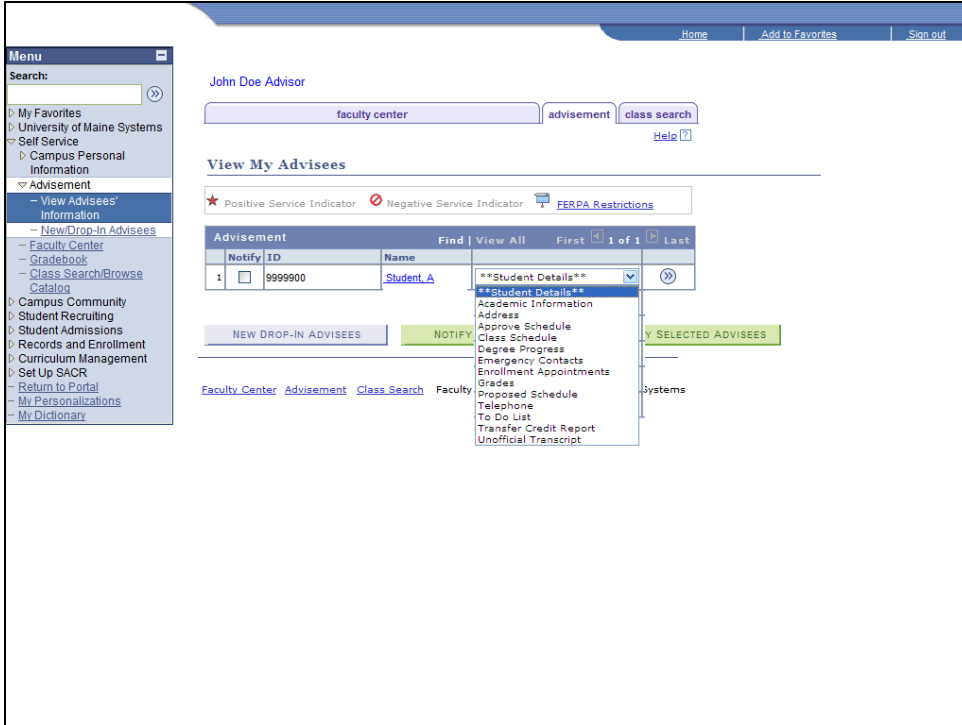
PD Please refer to: http://www.maine.edu/pdf/StudentPINs-021508_PD.pdf

QG Please refer to: http://www.maine.edu/pdf/StudentPINs-021508_QG.pdf

Step	Action
1.	Navigate: Self Service > Advisement > View Advisees Information.
2.	The View My Advisees page displays a list of advisees. For more information on this page, see the topic and documentation for the Faculty Center.



Step	Action
3.	To approve an advisee's schedule, pull down the **Student Details** menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">**Student Details**</div>

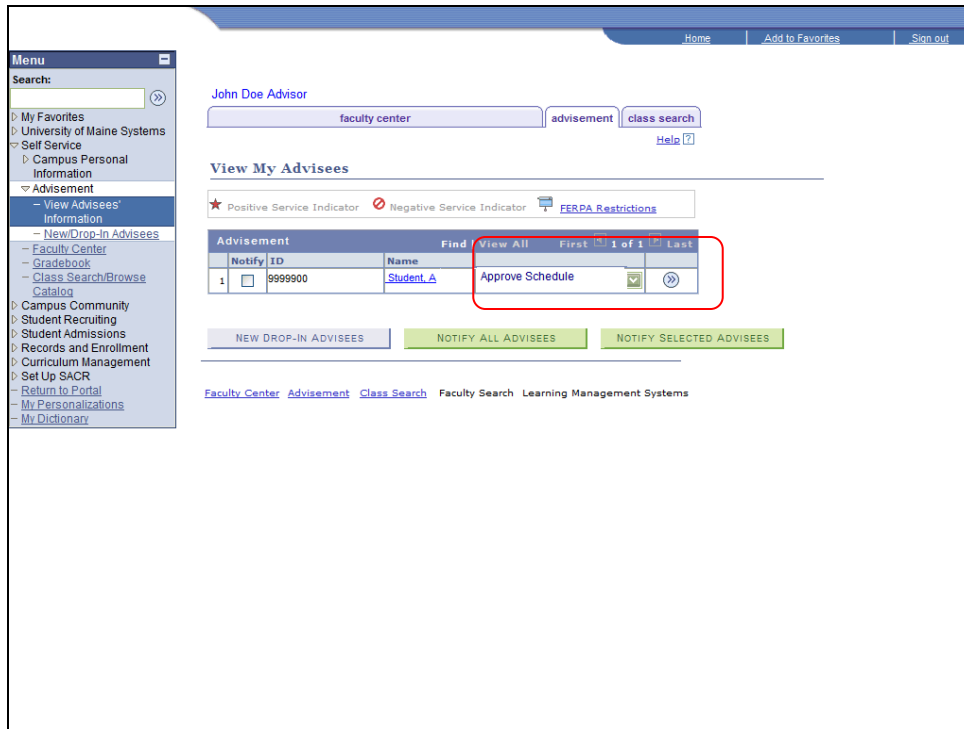


The screenshot displays the 'View My Advisees' interface for a faculty member named John Doe. The page includes a navigation menu on the left, a search bar, and a table of advisees. The table has columns for 'Notify', 'ID', and 'Name'. One row is visible with 'Notify' set to 1, 'ID' 9999900, and 'Name' Student_A. A dropdown menu is open for this row, listing various actions such as 'Academic Information', 'Address', 'Approve Schedule', 'Class Schedule', 'Degree Progress', 'Emergency Contacts', 'Enrollment Appointments', 'Grades', 'Proposed Schedule', 'Telephone', 'To Do List', 'Transfer Credit Report', and 'Unofficial Transcript'. A green box highlights the 'APPROVE SCHEDULE' option in this menu. Below the table, there are buttons for 'NEW DROP-IN ADVISEES' and 'NOTIFY', and a 'SELECTED ADVISEES' button on the right.

Step	Action
4.	Click the Approve Schedule list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approve Schedule</div>

Process Document

Topics for Faculty and Advisors: Student PINs-021508



John Doe Advisor

faculty center | advisement | class search | Help ?


View My Advisees

★ Positive Service Indicator | ⚠ Negative Service Indicator | FERPA Restrictions

Advisement	Notify	ID	Name	Find	View All	First	1 of 1	Last
	<input type="checkbox"/>	9999900	Student A		Approve Schedule			

NEW DROP-IN ADVISEES | NOTIFY ALL ADVISEES | NOTIFY SELECTED ADVISEES

[Faculty Center](#) | [Advisement](#) | [Class Search](#) | [Faculty Search](#) | [Learning Management Systems](#)

Step	Action
5.	Click the Go button. 



Home Add to Favorites Sign out

Menu

Search:

- My Favorites
- University of Maine Systems
- Self Service
- Campus Personal Information
- Advisement
 - View Advisees' Information
 - New/Drop-In Advisees
 - Faculty Center
 - Gradebook
 - Class Search/Browse Catalog
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Set Up SACR
- Return to Portal
- My Personalizations
- My Dictionary

A Student [Help ?](#)

Advisee Class Schedule

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2008 Spring	Undergraduate	University of Maine
<input type="radio"/> 2008 Fall	Undergraduate	University of Maine

[RETURN TO PREVIOUS PAGE](#) [CONTINUE](#)

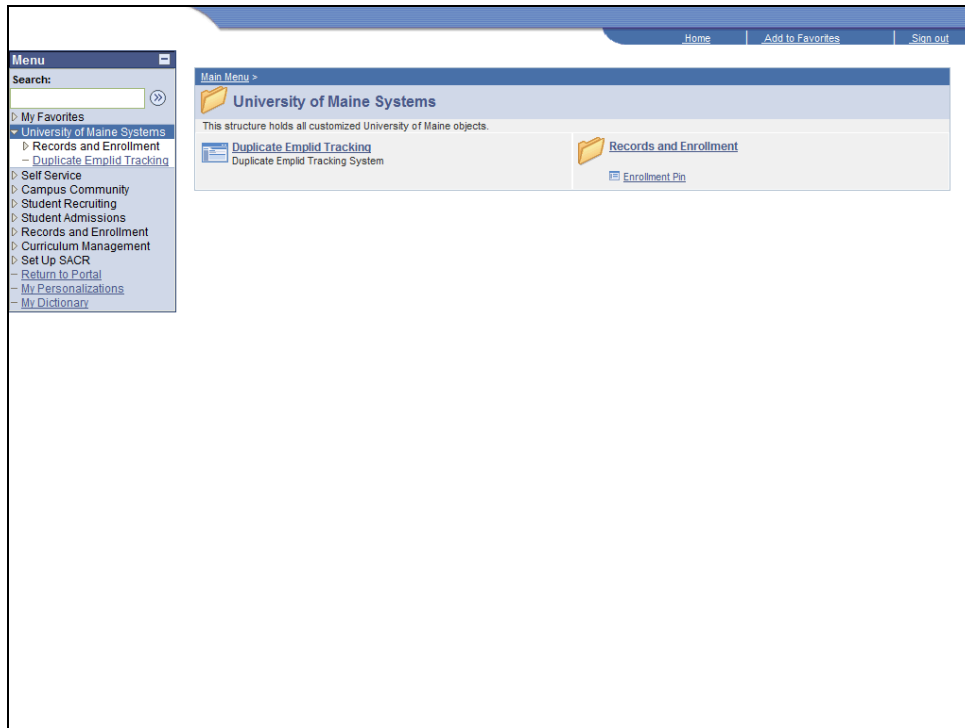
Step	Action
6.	Select the correct term by clicking the radio button. <input type="radio"/>
7.	Click the Continue button. CONTINUE
8.	To approve the student's proposed schedule, click the Approve Schedule button. Approval can also be done on the Proposed Schedule page in the **Student Details** menu.
9.	For certain UMS Institutions, approving the schedule validates the student's PIN. The student can enroll without having to enter a PIN, and the advisor doesn't need to view the PIN or explicitly validate it. For those Institutions, there is nothing more that needs to be done with a PIN for this student for this term. At other Institutions, however, the advisor may need to use a special PIN tool.

Process Document


Topics for Faculty and Advisors: Student PINs-021508



Step	Action
10.	To navigate to the Enrollment PIN tool, click the University of Maine Systems link. University of Maine Systems



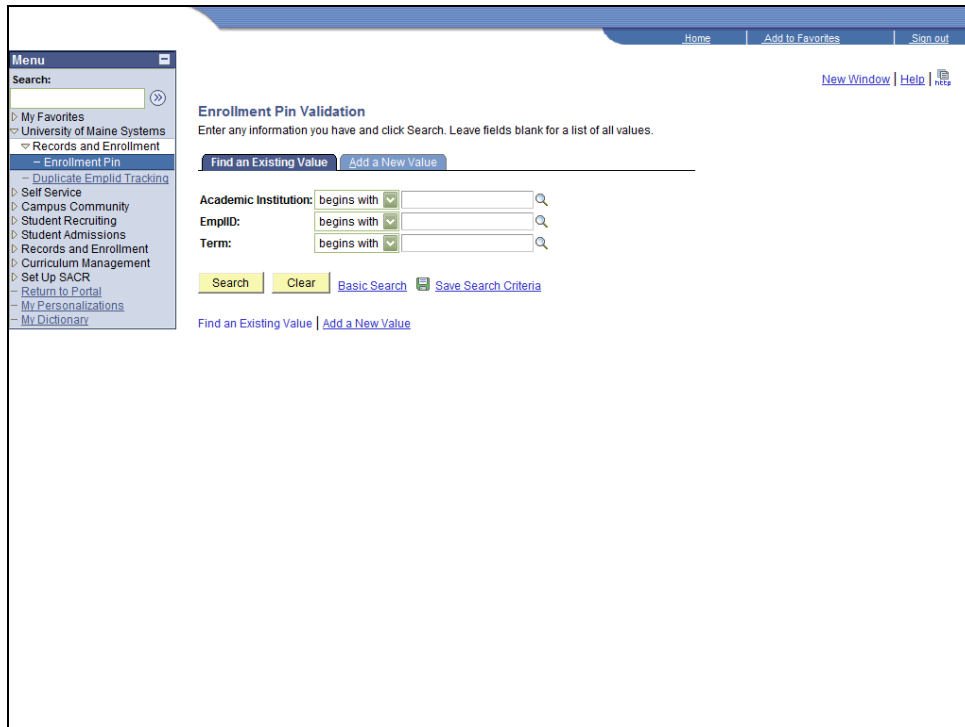
Step	Action
11.	Click the Records and Enrollment link.
12.	Click the Enrollment Pin link.



This screenshot shows a close-up of the 'Enrollment Pin' link in the 'Records and Enrollment' section. The link is highlighted, and a tooltip is visible below it that reads 'Enrollment Pin' and 'This will display and a'.

Process Document

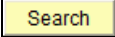
Topics for Faculty and Advisors: Student PINs-021508

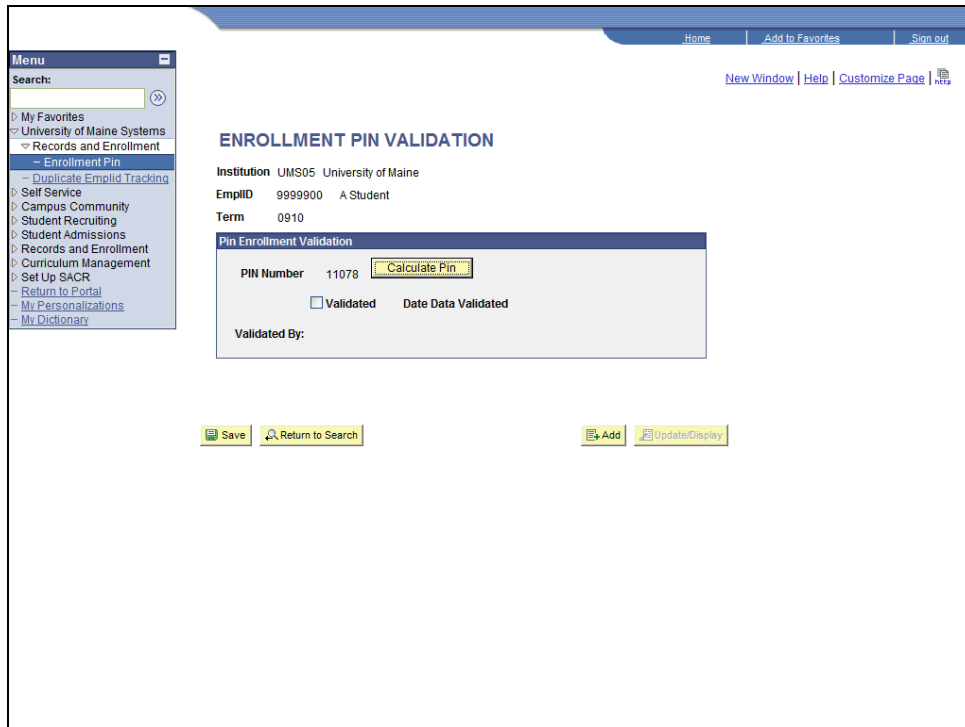


Step	Action
13.	On the Enrollment Pin Validation page, enter the Institution , the student's ID and the Term , and click Search to find the student's PIN.



The screenshot shows a web application interface for "Enrollment Pin Validation". At the top right, there are links for "Home", "Add to Favorites", and "Sign out". Below these are links for "New Window", "Help", and a printer icon. On the left side, there is a "Menu" sidebar with a search box and a list of navigation items including "My Favorites", "University of Maine Systems", "Records and Enrollment", "Enrollment Pin", "Duplicate Emplid Tracking", "Self Service", "Campus Community", "Student Recruiting", "Student Admissions", "Records and Enrollment", "Curriculum Management", "Set Up SACR", "Return to Portal", "My Personalizations", and "My Dictionary". The main content area is titled "Enrollment Pin Validation" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this instruction are two tabs: "Find an Existing Value" (selected) and "Add a New Value". There are three search criteria fields: "Academic Institution: begins with" (dropdown menu set to "UMS05"), "EmplID: begins with" (dropdown menu set to "9999900"), and "Term: begins with" (dropdown menu set to "0910"). Below the fields are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the bottom of the search area, there are links for "Find an Existing Value" and "Add a New Value".

Step	Action
14.	Click the Search button. 



Step	Action
15.	<p>The PIN is displayed. The Calculate Pin button will generate a new PIN for this student, in case one has not been created already.</p> <p>The advisor can either validate this PIN on this page, or can give the PIN to the student to enter during self service enrollment.</p> <p>To validate the PIN, click the Validated checkbox.</p> <p><input type="checkbox"/> Validated</p>
16.	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>
17.	End of Procedure.