


Student PINs-021508

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.
3.	To approve an advisee's schedule, pull down the **Student Details** menu.
4.	Click the Approve Schedule list item.
5.	Click the Go button. 
6.	Select the correct term by clicking the radio button.
7.	Click the Continue button.
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.	<p>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.</p> <p>For those Institutions, there is nothing more that needs to be done with a PIN for this student for this term.</p> <p>At other Institutions, however, the advisor may need to use a special PIN tool.</p>
10.	To navigate to the Enrollment PIN tool, click the University of Maine Systems link.
11.	Click the Records and Enrollment link.
12.	Click the Enrollment Pin link.
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.
14.	<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>
15.	Click the Save button.
16.	End of Procedure.