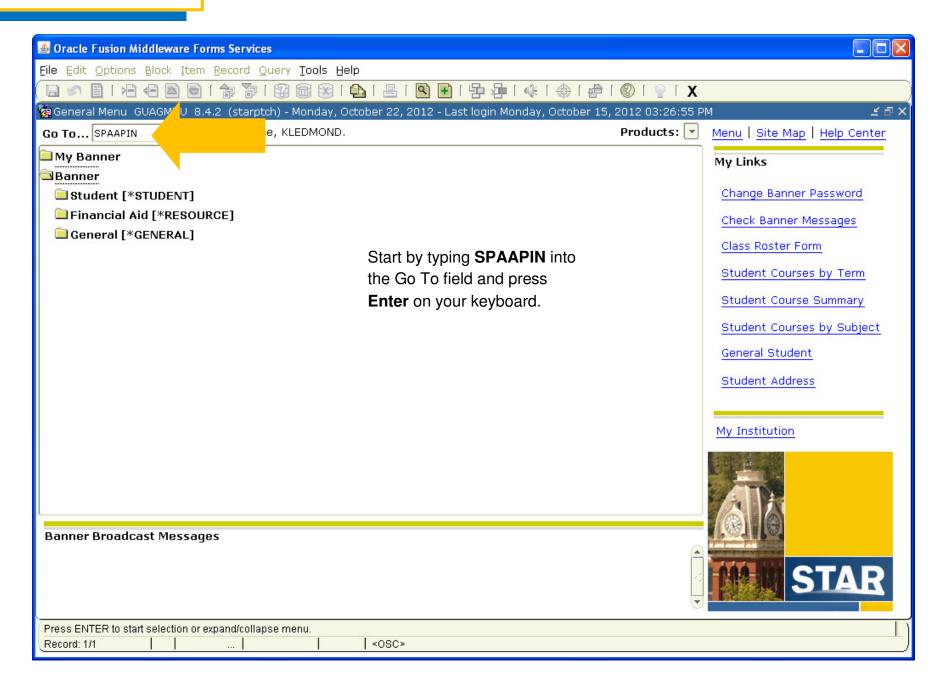
WVUBanner

| 1 | Getting to SPAAPIN |
|---|---------------------|
| 2 | Removing a Term Pin |
| 3 | Adding a Term Pin |

- 1. Term pins are designed to keep students from registering before they meet with an advisor.
- 2. As an advisor you can use these instructions to remove term pins for your advisees.
- 3. Term pins will rarely need to be added back to a student's record. Only add a term pin to a student's record if it was mistakenly removed.

Term Pins



| elete Term Pins | | | |
|---|------------------------------|---------------------------------|---|
| 🛎 Oracle Fusion Middleware Forms Services | | | |
| File Edit Options Block Item Record Qu | | | |
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| Alternate Personal Identification Number | гандани во (зсагрски) узуузу | | *************************************** |
| From Term: 201201 🛡 | ID: 900555555 Mountaineer, | Mike | |
| | | | |
| Term Code | Process Name | Alternate PIN | Activity Date |
| Select the line that | TREG | 321327 | 26-AUG-2012 |
| has a Process Name | | 521527 | 20-A03-2012 |
| of TREG. | | | |
| To delete the term | | | |
| pin, hold down | | | |
| SHIFT on your | | | |
| F6. | | | |
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| | - West Dates # 1077 () | | |
| Term Code this Process and Alternate PIN are in Record: 1/1 List | | | |

Add Term Pins

| 🕌 Oracle Fusion | Middleware Forms Services: | Open > SPAAPIN | | | | |
|---------------------------------|--|---|--|----------------|---|--|
| Eile Edit Option | ns Block Item Record Qu | ery <u>T</u> ools <u>H</u> elp | | | | |
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| 🧟 Alternate Pers | sonal Identification Number | SPAAPIN 8.0 (starptd | h) 2000000000000000000000000000000000000 | ************** | ***************** | 99999999999999999999999999999999999999 |
| From Term: | 201201 Any Term | ID: 900555555 VM | /lountaineer, Mike | | | |
| Term Code | | Process Name | | Alternate PIN | | Activity Date |
| | Term for which we're prohibiting registration. | | Must use TREG | | Use any 6 characters. This field must have an entry, but it can be anything. Ex: 000000 Ex: 123456 Ex: ABC123 Press F10 or click the Save button to save your term pin. | |
| Term Code this P Record: 1/1 | rocess and Alternate PIN are in e | effect. Press [LIST] for value f Valu <0SC | | | | |