

Locate registration (alternate) PINs for currently assigned advisees active for a specific quarter.

1	<p>Log into your Self-Service account at www.lasierra.edu/selfservice or select Self-Service from the Quick Links menu on the La Sierra homepage (www.lasierra.edu).</p> <p>To login, use your Employee ID number and Digit-only Password <i>OR</i> your Digital User Name and Password (e.g. email username and password).</p>	<p>User Login</p> <p>Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.</p> <p>USER ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <input type="button" value="Forgot Password?"/></p>																																								
2	From the Main Menu, select Faculty & Advisors .	<p>Main Menu</p> <p>Students Change Personal Information, Register, View your academic records and Financial Aid</p> <p>Faculty & Advisors Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your security setup.</p>																																								
3	From the Faculty & Advisors menu, select Student Information Menu .	<p>Faculty and Advisors</p> <p>Student Information Menu</p> <p>Term Selection</p> <p>CRN Selection</p> <p>Faculty Detail Schedule</p> <p>Week at a Glance</p>																																								
4	From the Student Information menu, select Advisee Listing .	<p>Student Information</p> <p>Term Selection</p> <p>ID Selection</p> <p>Student Information</p> <p>Student Address and Phones</p> <p>Student E-mail Address</p> <p>Student Schedule</p> <p>Registration Overrides</p> <p>Change Class Options</p> <p>Academic Transcript</p> <p>Electronic Gradebook for a Student</p> <p>Degree Evaluation</p> <p>Active Registrations</p> <p>Registration History</p> <p>Advisee Listing</p>																																								
5	Select the Term for which you wish to view registration (alternate) PINs then Submit . If advising for Winter 2013, select Winter of 2013 from the pull-down menu.	<p>Select Term</p> <p>Select a Term: <input type="text" value="Summer of 2012"/></p> <p><input type="button" value="Submit"/></p>																																								
6	<p>Locate the desired student's name and Alternate PIN. Note that PINs are only viewable for students who are currently assigned to you as advisees. Additionally, only students who are currently active will be displayed. Students not on this list may not yet be assigned to you or may not be active.</p> <p>To obtain PINs for non-advisees, contact C-SAS.</p>	<p>Advisee Listing</p> <table border="1"> <thead> <tr> <th>Student Name</th> <th>ID</th> <th>Advisor Type</th> <th>Alternate PIN</th> </tr> </thead> <tbody> <tr><td>Barroga, Jeannie</td><td>12345</td><td></td><td>59416</td></tr> <tr><td>Chin, Frank</td><td>23451</td><td></td><td>78177</td></tr> <tr><td>Chu, Louis</td><td>34512</td><td></td><td>42961</td></tr> <tr><td>Hagedorn, Jessica</td><td>45123</td><td></td><td>98826</td></tr> <tr><td>Hwang, David Henry</td><td>51234</td><td></td><td>75946</td></tr> <tr><td>Iko, Momoko</td><td>23456</td><td></td><td>17717</td></tr> <tr><td>Lim, Genny</td><td>34562</td><td></td><td>24556</td></tr> <tr><td>Wong, Elizabeth</td><td>45623</td><td></td><td>74784</td></tr> <tr><td>Uno, Roberta</td><td>56234</td><td></td><td>78188</td></tr> </tbody> </table>	Student Name	ID	Advisor Type	Alternate PIN	Barroga, Jeannie	12345		59416	Chin, Frank	23451		78177	Chu, Louis	34512		42961	Hagedorn, Jessica	45123		98826	Hwang, David Henry	51234		75946	Iko, Momoko	23456		17717	Lim, Genny	34562		24556	Wong, Elizabeth	45623		74784	Uno, Roberta	56234		78188
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