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

1. 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).
   
   To login, use your Employee ID number and Digit-only Password OR your Digital User Name and Password (e.g. email username and password).

2. From the Main Menu, select Faculty & Advisors.

3. From the Faculty & Advisors menu, select Student Information Menu.

4. From the Student Information menu, select Advisee Listing.

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.

6. 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.

   To obtain PINs for non-advisees, contact C-SAS.

QUESTIONS? Call the Center for Student Academic Success (C-SAS) at (951) 785-2452, visit www.lasierra.edu/csas, e-mail us at advising@lasierra.edu, or go to Sierra Vista Hall (SVH) Room 114 for assistance. For campus maps, visit www.lasierra.edu/campusmap.