Accessing Your Advisees Alternate PINs

1. Log in to Banner through the [Campus Portal](#) or [Secure Login](#).

2. Click the “Faculty Services” tab.

3. Click the “Advisor Menu” link at the bottom of the page.

4. Click the “Advisee Listing” link at the bottom of the page.
5. Use the drop-down menu to select the current term and click the “Submit” button.

6. A list of all of your current advisees will be displayed. All alternate PINs for the current academic year will be displayed to the right of the advisee’s name. Be sure to provide the alternate pin that corresponds to the upcoming registration term(s).