## Clear Student PIN for Future Terms (SPAAPIN)

It is best to follow the procedures below so that the current term record is not accessed. When clearing a student for registration on SPAAPIN for the next term, follow these procedures:

1. Login to the myMemphis portal. Select the "**Advising**" page. In the "**Advising Forms**" portlet, select "**Alternate PIN (SPAAPIN)**."

2. In the key block of SPAAPIN, enter the Term for which you are clearing the student (e.g., 201910) in **From Term**. Tab to **ID** and enter the student's U number. If you do not know the student's U number, use the Lookup button to do a name search.
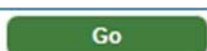
3. Click **Go**.

4. If **Term Code** has the term for which you are clearing and "**TREG**" is in the **Process Name** for that term, go to the section header and select "**Delete**" to remove the "TREG" record.

5. Enter the future term in the **Term Code** field.

6. Tab to **Process Name** and enter "**C**."

7. Tab to **Alternate PIN** and enter your initials.

8. Save.

Remember to do steps 5 through 8 even if there is no "TREG" code. If you do not enter the "C" and your initials for the specific term, when the "TREG" process is run, the student will not be able to register.

Never type over a term in the "Term Code" field because that will prevent a student from being able to drop. Previous semester codes should be left as a record of who cleared a student for those semesters.

9. To enter another student, select the green **Start Over** button. Enter the next student's U number and repeat the process.