


In order to register on the Hofstra Online Information System, it is recommended that a student meet with and advisor in his/her major department. The following groups of students will require an Alternate Pin for registration:

- **Freshman with less than 30 credits.**
- **Transfer students registering for the first time.**
- **Graduate students who have not been designated as pre-advised.**

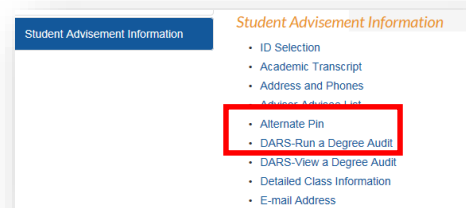
Once the faculty advisor meets with the student to advise about the correct courses needed to satisfy a degree program, he/she may give the student his/her Alternate Pin.

Note: Only authorized personnel have access to view Alternate Pins.

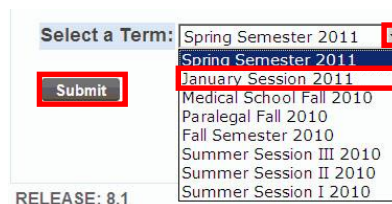
- 1) After logging into the My.hofstra.edu portal, click on the Hamburger icon  and select

Faculty Services

- 2) Click Student Advisement Information and select Student Alternate Pin

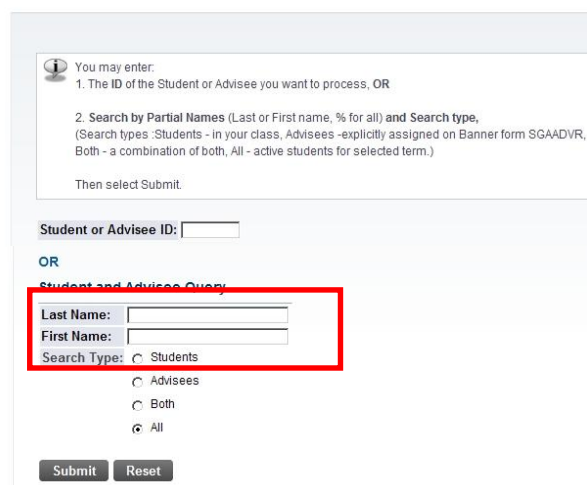


- 3) You will be prompted to choose the registration semester and click submit.

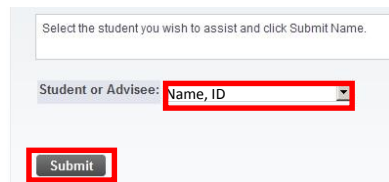


- 4) Next choose the student. Enter an ID or first/last name or partial name using % as a wildcard. Click Submit.

Home > Faculty Services > Student Menu > ID Selection

A screenshot of the 'ID Selection' form. The form has a header section with instructions: 'You may enter: 1. The ID of the Student or Advisee you want to process, OR 2. Search by Partial Names (Last or First name, % for all) and Search type, (Search types: Students - in your class, Advisees - explicitly assigned on Banner form SGAADVR, Both - a combination of both, All - active students for selected term.) Then select Submit.' Below this is a 'Student or Advisee ID:' input field. Below that is an 'OR' section titled 'Student and Advisee Query'. This section is highlighted with a red rectangular box. It contains 'Last Name:' and 'First Name:' input fields, a 'Search Type:' dropdown menu with 'Students' selected, and radio buttons for 'Advisees', 'Both', and 'All'. At the bottom are 'Submit' and 'Reset' buttons.

5) Select the Student from the drop down menu and click submit.



A web form with a text input field containing "Name, ID" and a "Submit" button. The text input field and the "Submit" button are highlighted with red rectangles.

You may be asked to verify the student's name and click Submit again.

6) Select Student Alternate PIN again



The "Student Alternate Pin" page shows a breadcrumb trail: Home > Faculty Services > Student Menu > View Student Alternate Pin. Below this is a section titled "Student Alternate Pin Information" with a red-bordered box containing the text: "The Alternate Pin for Name, ID 272594 for Fall Semester 2004. This student is eligible to register starting on Mar 22, 2004". At the bottom are two links: "ID Selection" and "Term Selection".

The Alternate Pin and registration start time for your selected student will be displayed.

To view an alternate pin for a term or a different student, click the appropriate link at the bottom of the page.



A red-bordered box containing the text "ID Selection" and "Term Selection" with a small square separator between them.



To return to the Faculty Services menu, click the Hamburger icon



and select

Faculty Services