

Office of the Registrar

Advising PINs are assigned for all UG students and are available a few different ways:

1) Via your URSA portal under *Employee tab; Faculty & Advisor Tools; Advisee Listing*

Faculty & Advisor Tools
Lasses
Order Textbooks
Look Up Classes
Important Dates for Your Courses
Registration Overrides
Faculty Detail Schedule
Class Roster
Active Assignments
Week at a Glance
Student Schedule
Advisee Listing
Advisee Search

· Grad School Forms

Once you've selected the Advisee Listing link, a job process runs, generating an excel document providing a list of the following data fields, including student PINs:

						Advisee Listing for					
						Spring 2025					
						Only Active Students are show	n				
		If an UG student d	loes not hav	e a PIN listed, please contac	t the Offic	e of the Registrar at 970-351-48	62 to have one assig	ned. GR s	tudents do not require a PIN to register		
						Advisee	Advisee	Advisee	Advisee	Has holds	
Primary		Advisee	Advisee	Advisee	Advisee	Primary	Academic		Registration		Applied for
Advisor	Туре	Name	Bear #	Email	PIN	Program	Standing	Earned	Date	affect registration	Graduation

2) Via your URSA portal under *Employee tab; Faculty & Advisor Tools; Advisee Search*

Faculty & Advisor Tools

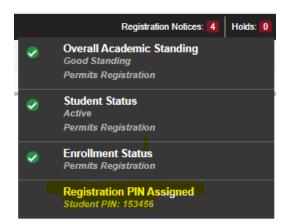
Classes

- Order Textbooks
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Search for student by Bear ID, Bearmail, or Student Name

Fall 202	4	٣
Search	ı by	
🔵 St	udent ID	
() St	udent Email	
O St	udent Name	
tudent II	D	

Once in the Student Profile, click on Registration Notices in the top right corner and the PIN will be displayed.



- 3) For those using the Insight Portal, a report is available to look up UG Advising PINs for students:
 - ACD029 "PIN lists for Currently Enrolled Students" will provide a full report of all PINs by major or college or an individual student.

If there is not a PIN assigned for a student, please contact the Office of the Registrar at (970)351-4862 to have one assigned.