

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

 Classes

- 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 shown											
If an UG student does not have a PIN listed, please contact the Office of the Registrar at 970-351-4862 to have one assigned. GR students do not require a PIN to register.											
Primary Advisor	Advisor Type	Advisee Name	Advisee Bear #	Advisee Email	Advisee PIN	Advisee Primary Program	Advisee Academic Standing	Advisee Cr Hrs Earned	Advisee Registration Date	Has holds that could affect registration	Applied for Graduation

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

Faculty & Advisor Tools

Classes

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Search for student by Bear ID, Bearmail, or Student Name

Change term or search for a student

Term
Fall 2024

Search by

Student ID
 Student Email
 Student Name

Student ID

View Profile

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

Registration Notices: 4 | Holds: 0

- ✓ **Overall Academic Standing**
Good Standing
Permits Registration
- ✓ **Student Status**
Active
Permits Registration
- ✓ **Enrollment Status**
Permits Registration
- Registration PIN Assigned**
Student PIN: 153456

- 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.