



Obtaining Student Alternate PINs

Viewing Your Advisees' PINs

1. Go to www.purchase.edu/faculty-and-staff/
2. Go to **Academics**
3. Go to **MyHeliotrope** and login with your Purchase College ID and password
4. Go to **Faculty Services**
5. Under **Additional Resources**, select **Advisee PIN List**
 - Please note this page may take a few moments to load.

The screenshot shows the Faculty Services section of the Purchase College website. The 'Faculty Services' menu item is active, indicated by a blue underline. In the 'Additional Resources' sidebar, the 'Advisee PIN List' link is highlighted with a red box. Other links in the sidebar include 'Accommodate', 'All Major PINs', and 'Class List with Pictures'.

6. Select the **registration term** and click **Get Info**
7. All advisees assigned to you will appear with the PIN listed on the right.
 - The list is sortable by first and last names by clicking on the column header.
 - If the student does not have a PIN for the term, they no longer need one.

Advisee PIN List

Select Term

Student ID	Last Name	First Name	Major	Pin
			Arts Management	331534



Obtaining Student Alternate PINs

Viewing All Major PINs

1. Go to www.purchase.edu/faculty-and-staff/
2. Go to **Academics**
3. Go to **MyHeliotrope** and login with your Purchase College ID and password
4. Go to **Faculty Services**
5. Under **Additional Resources**, select **All Major PINs**
 - a. Please note this page may take a few moments to load.
6. Select the **registration term** and click **Get Info**
7. All declared students in your department will appear with the PIN listed on the right.
 - The list is sortable by first and last names by clicking on the column header.
 - If the student does not have a PIN for the term, they no longer need one.

All Majors PIN List

Select Term

Student ID	First Name	Last Name	Major	Pin
			English and Global Literatures,History	
			History	
			History	936668
			History	
			Playwriting and Screenwriting,History	
			History	
			History,Communication	
			Theatre and Performance,History	
			History	
			History	909246
			History	
			Playwriting and Screenwriting,History	
			History	876466
			History	
			History	235503