Changing Your Advisees' *Campus Web* Expiration Date and Looking Up PINs

This documentation will guide you through how to add, change, or modify your advisees' PIN expiration date in *Campus Web*. Many advisors prefer to set an expiration date for their advisees' PIN so that students will not be able to register online without seeing them first. If a student tries to access *Campus Web* after a PIN expiration date, they will not be able to login to the system at all.

**No Access = No Schedule, No Course History, Etc.**
Be aware that not allowing your advisees to access *Campus Web* not only prevents them from registering online, but also prevents access to all other functions of *Campus Web*, including accessing their schedule and course history.

We will also cover how to find your advisees' PIN numbers as well as contact information.

The address for this information is at a separate site from *Campus Web*. In any web browser, go to the following address: [https://domweb.dom.edu/advisingweb](https://domweb.dom.edu/advisingweb). The following screen will appear:

![Advisor Login Form](image)

After typing in your *Campus Web ID* and *PIN*, click the *Login* button. You will then see a list of all of your advisees on the next screen, as shown on the next page. **Please note that for privacy reasons, all names and numbers displayed have been changed on this handout.**
Advisee Listing Taken from Advising Module
This list of advisees is taken from the *Teams Elite Advising Module*. If you see a person who should not be on this list or if you know of somebody who should be there, contact the Advising Office and the Office of the Registrar. It could be that the student did not fill out the correct forms to assign you as their advisor.

Note on the screenshot above that if any advisees have PIN expiration dates that they are listed in the column labeled **Expiration Date**. Also note that in one case, an advisee does not have PIN at all. There may be a variety of reasons for this, but the bottom line is that the student will not be able to register online at all, and should check with the Office of the Registrar.

**Changing Expiration Date**

To change the expiration date for an advisee or advisees, simply click the checkbox next to each advisee's name for those you wish to change. If you want to change the expiration date for **all** of your advisees, note that there is a button labeled **Check All** at the top of the list of names. After selecting your advisees, type in the expiration date you wish to set in the box on the right. Note (as the screen instructions indicate) that you **must** input this date in the following format: **mm/dd/yyyy**, including leading zeroes. Therefore, an expiration date of November 1, 2004 would be typed in as: **11/01/2004**. This is seen on the next screenshot:
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Removing Expiration Date

The process for removing the expiration date is virtually the same as for setting one, with the exception that you must click the Remove Expiration Date(s) button after selecting the advisee names:

Be sure to use the correct format for the date you set! (mm/dd/yyyy)

Simply click Check All if you want to change all advisees' Expiration Dates.

Check All | Clear All

Abbott, Bud | 11/03/2004
Brown, Charlie | 11/03/2004
Bunny, Bugs | No PIN
Costello, Lou | 10/31/2004
Dahl, Barbie | 10/31/2004
Flintstone, Wilma | 10/31/2004
Fudd, Elmer | 11/03/2004
Howard, Curly | 11/03/2004
Howard, Moe | 11/03/2004
Jetson, George | 11/03/2004
Munster, Lily | 11/03/2004
Pie, Tweety | 11/03/2004
Pitstop, Penelope | 11/03/2004

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Finding ID and PIN Numbers and Contact Information

To find out an advisee's ID number, PIN number, and contact information, simply click directly on the name of the advisee:

That will lead to a screen such as the following. Note that the student's ID and PIN are both shown, as well as any contact information in our database:

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