1. Sign in to your ClarkYOU Account at https://you.clarku.edu
2. Click on **Main Menu** (under CUWeb)
3. Click on Advising Services Tab
4. Click on Advising

   You will be prompted to select a term*. Use the term the student will be web registering for. Submit
5. The screen will populate with a list of ALL your advisees (only those that you are listed as primary will you be able to email the PIN to)
6. Click on the green button (under "Alternate PIN" column). The button will then turn red, indicating that the email has been sent.

   Advisee Listing

Alternate PIN	First Major
Click to Email Pin:987654	UNDE

7. The student will instantly receive an email to their Clark email account (example)

   From: advisor@clarku.edu
   Sent: Thursday, July 07, 2020 12:25 PM
   To: Student
   Subject: Alternate Pin

   Your advisement pin is 123456 which will enable you to access the upcoming registration period in CU Web.

*NOTE: All Matriculated students will be assigned a PIN in the Fall & Spring semesters (all other semesters do not require a PIN). Non-Matrics do not get PINs, but they may require online overrides/perm to web register.

If you encounter any errors or have questions at any point during this process, please do not hesitate to contact the Registrar's Office at registrar@clarku.edu or 508-793-7426.