Faculty Web Tutorial Revised April 13, 2009
How to enter a Registration Override

SLIDE 1

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Intro: Thank you for visiting the Web Tutorial for Brown University Faculty Members.

SLIDE 2

Instructors have two options when administering overrides:

1. Direct entry into Banner
2. Distribution of a registration override pin

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There are two override options available to faculty: 1) electronic entry through the Banner Web by primary instructor; or 2) paper registration signature pins that can be distributed to the students for entry during their registration process.
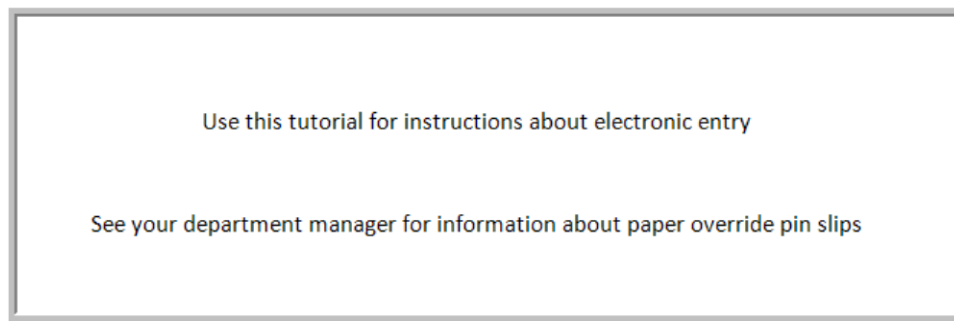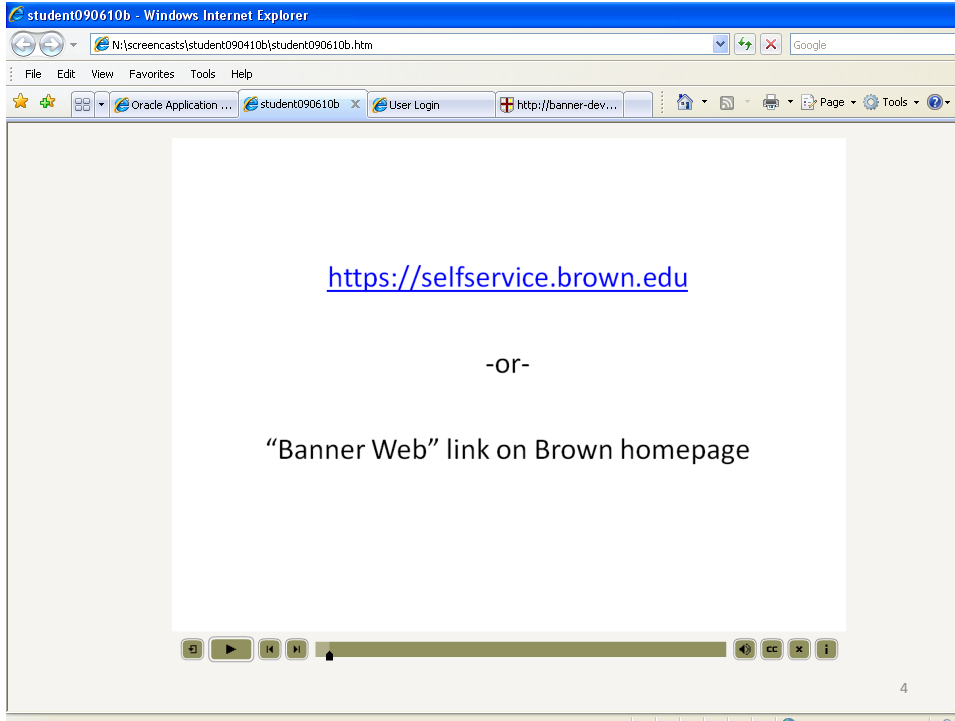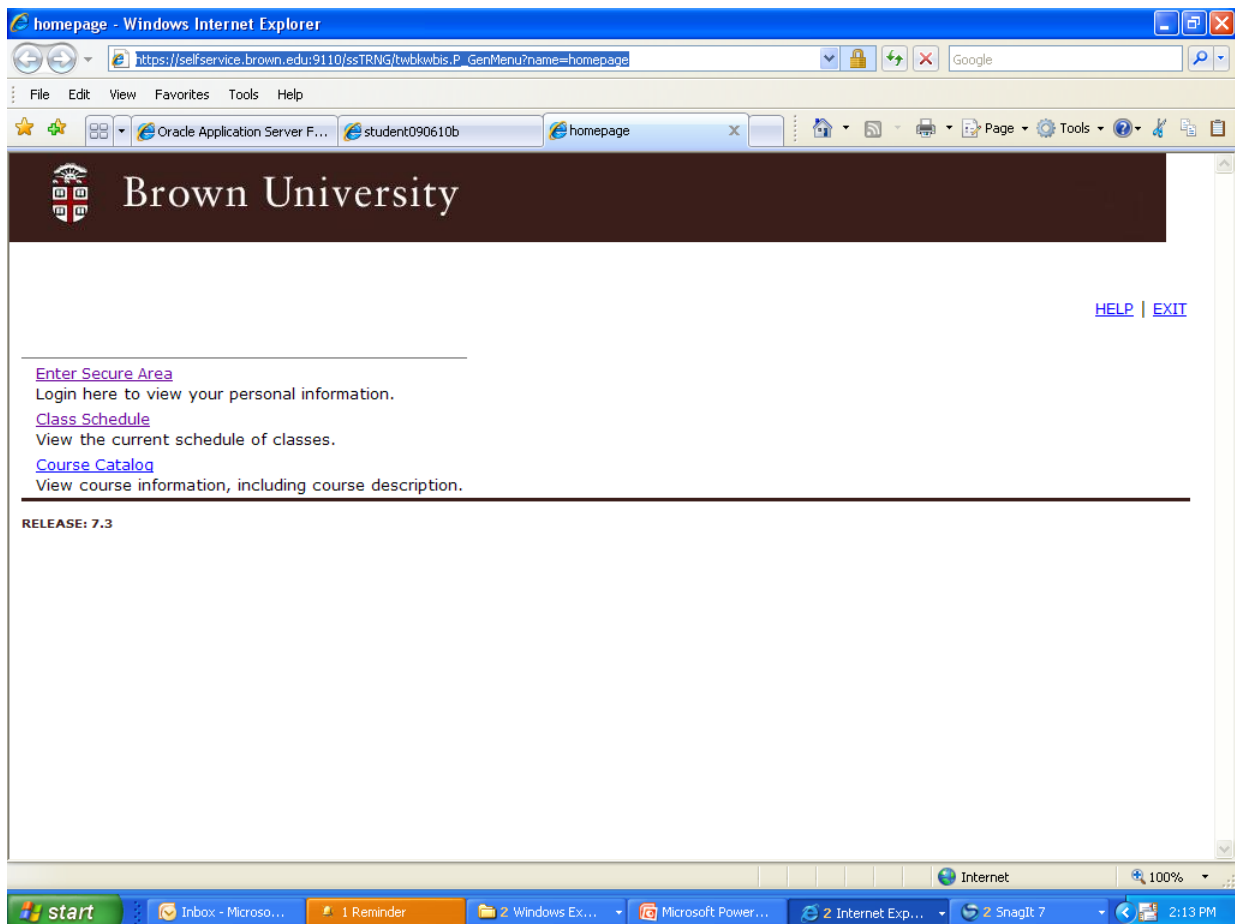
SLIDE 3

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 This tutorial is intended for faculty who will be entering electronic course overrides directly into the Banner system. If your department is utilizing the Registration Signature Pin method for overrides, please see your department manager regarding the creation and distribution of the pin numbers.
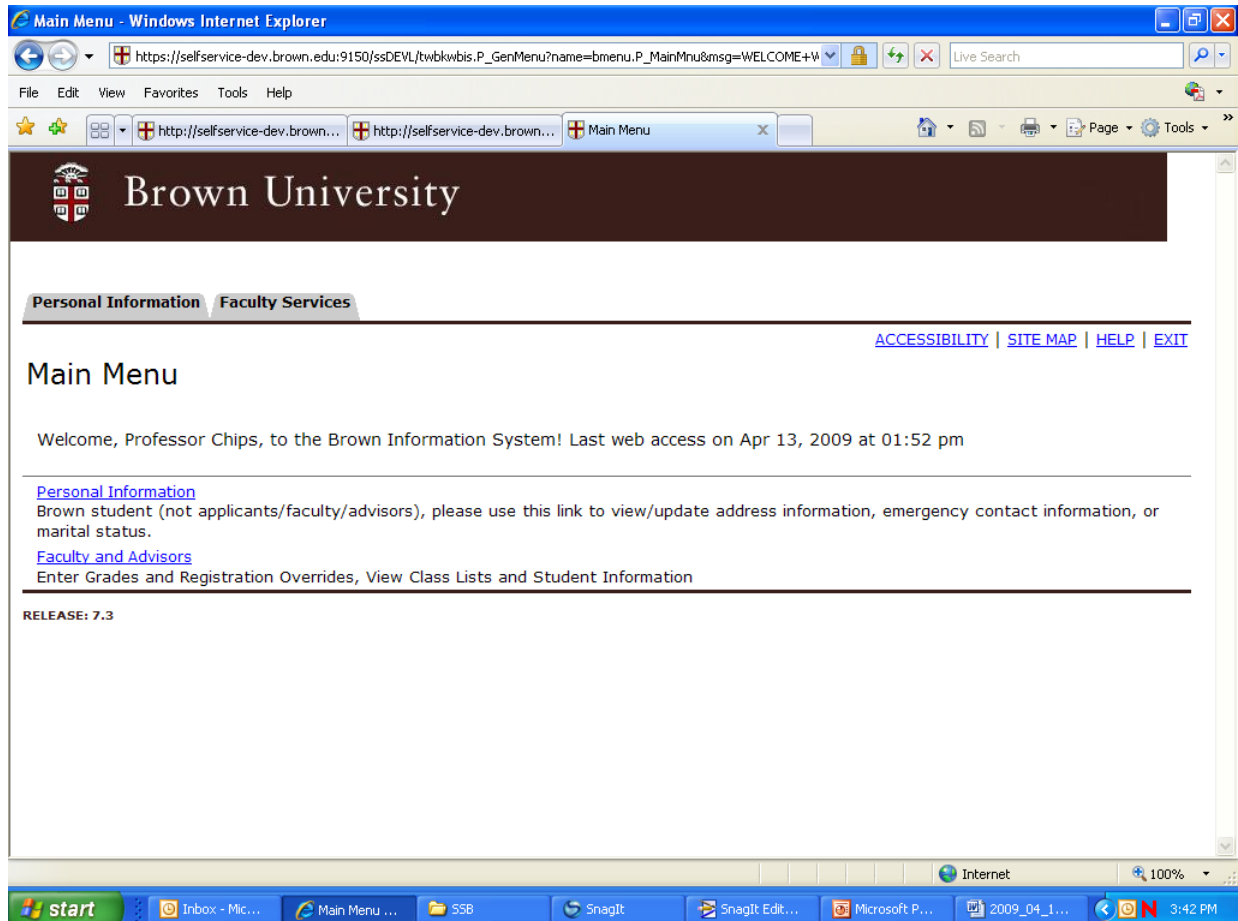
SLIDE 4

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To access Self Service Banner, you will need to login to https://selfservice.brown.edu or use the Banner Web link from the Brown home page.

SLIDE 5

Log in to the Secure Area via the Brown Web Authentication Process.

SLIDE 6

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Once logged in, you should see the following menu that is specific to your instructor information.

From this Menu, select the Faculty and Advisors link

SLIDE 7
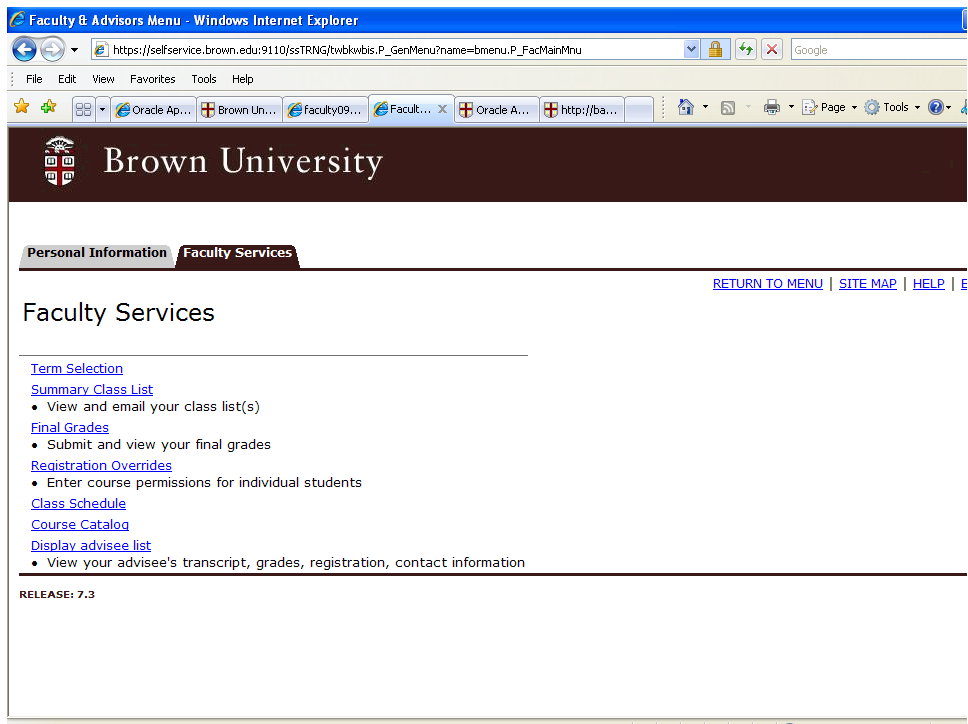
Select the Registration Override link

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Select the Term for the override from the drop down list

SLIDE 9

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Enter the student's Banner ID. This is a nine-digit number beginning with the letter B as in Brown. Be sure to enter an UPPERCASE B – this field is case-sensitive.

NOTE – The name query is not operational at this time.

Once the ID is entered, click Submit.

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The system will prompt you to confirm that you have selected the right student – click Submit.

SLIDE 11

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You can now override the restrictions on your course for the student in question. Simply select the Override All Restrictions option from the Override menu and Select the relevant course.

Note: You can only administer overrides for courses that you have been assigned to as the Primary Instructor. Select Submit when done.

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You will now receive a confirmation screen. Be sure to select Submit to complete the override transaction before you exit this page. If you have made an error in the student selection, select the Registration Overrides bottom link to exit and enter the correct student ID - - the override for the incorrect student will be cancelled.

SLIDE 13

You will now receive an acknowledgement that the override was successfully submitted. Students can see that overrides have been placed on their profile, and they can now register for their courses.

SLIDE 14
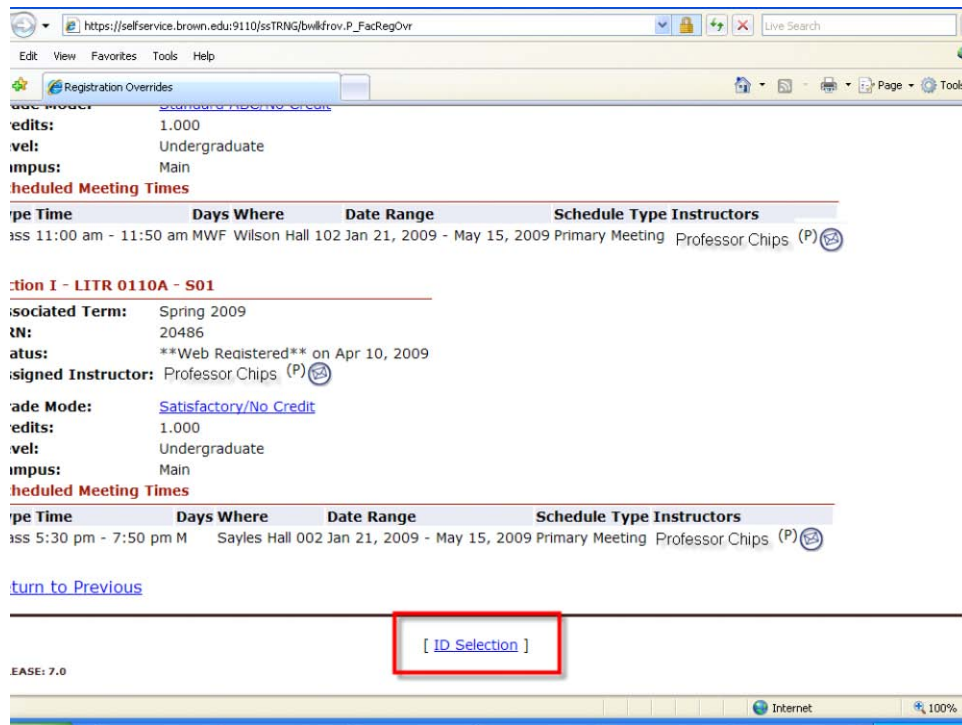
If you want to provide another override for a different student, scroll to the bottom of the page and click on the ID Selection link.

If not, select the Faculty Services Tab to return to the Main Menu, or simply click on the Exit link at the top of the page to log out.

Thank you for using this Banner web tutorial.