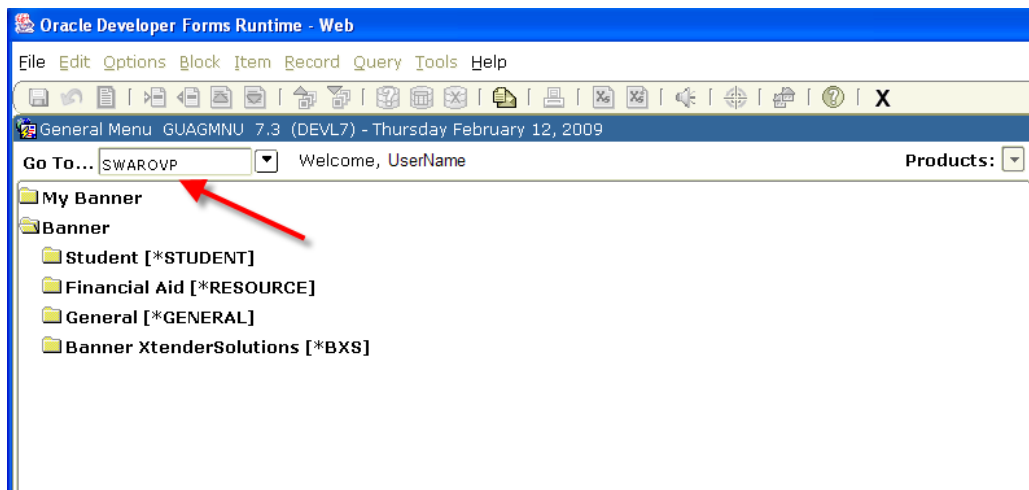


Staff: Registration Override Using Signature Pins (08/21/09)
How to Create Registration Override Signature Pins

Intro: Thank you for visiting the Registration Override Using Signature Pins Tutorial for Academic Department Staff. This tutorial is designed for academic department managers or coordinators who would like to create and print signature pins. These “paper pins” can be distributed by faculty directly to students who request an override of a registration restriction on a course. The students can then enter the pin during the registration process and “override” the restriction(s).

In order to access Internet Native Banner (INB), you will need to login to <https://banner.brown.edu> (Oracle forms server). Access to this secure site can be acquired by completing a Banner CAP form through the Services/Accounts & Passwords link on the CIS homepage. If you already have access to the Permit & Override form (SFASRPO), you do NOT need to complete a new CAP form.

First Slide: Once logged in, you should see the following menu. Type the form name **SWAROV**P in the **Go To...** box and press Enter.



Second Slide: Enter the Search Criteria in the key block of the **SWAROV**P form. Fall 2009 term = 200910; Spring 2010 = 200920, etc. You may enter requests for pins by CRN, subject code, course code, or instructor. Click on the Search button to execute the search, and display the PIN REQUEST section of the form. Your cursor is now in the “Request Pins” field of the first row.

Oracle Developer Forms Runtime - Web: Open > SWAROVP

File Edit Options Block Item Record Query Tools Help

Schedule Detail Form SWAROVP 7.3 (DEVL7)

Term: 200820 CRN: OR Subject: Course: OR Instructor ID: B00480194 Faculty, Test

PIN REQUEST PIN DETAIL

Instructor ID	Instructor Name	CRN	Subject	Course	Section	Printed Pins	Available Unprinted Pins	Request Pins	Max Enrl Allowed	Actual Enrl	Seats Available
B00480194	Faculty, Test	25533	HMAN	1970B	S01	0	0	0	20	19	1
B00480194	Faculty, Test	24731	URBN	1200	S01	0	0	0	999	83	916

Create Pins Run Report

Third Slide: Locate the row(s) of the CRN(s) for which you would like to create signature pins by using the down arrow on your keyboard or the scroll bar to the right. Enter the number of pins needed in the Request Pins field (should be in multiples of 10 for printing), and click on the “Create Pins” button. The “Available Unprinted Pins” field will update. You may create pins for several CRNs and print them simultaneously.

Oracle Developer Forms Runtime - Web: Open > SWAROVP

File Edit Options Block Item Record Query Tools Help

Schedule Detail Form SWAROVP 7.3 (DEVL7)

Term: 200820 CRN: OR Subject: Course: OR Instructor ID: B00480194 Faculty, Test

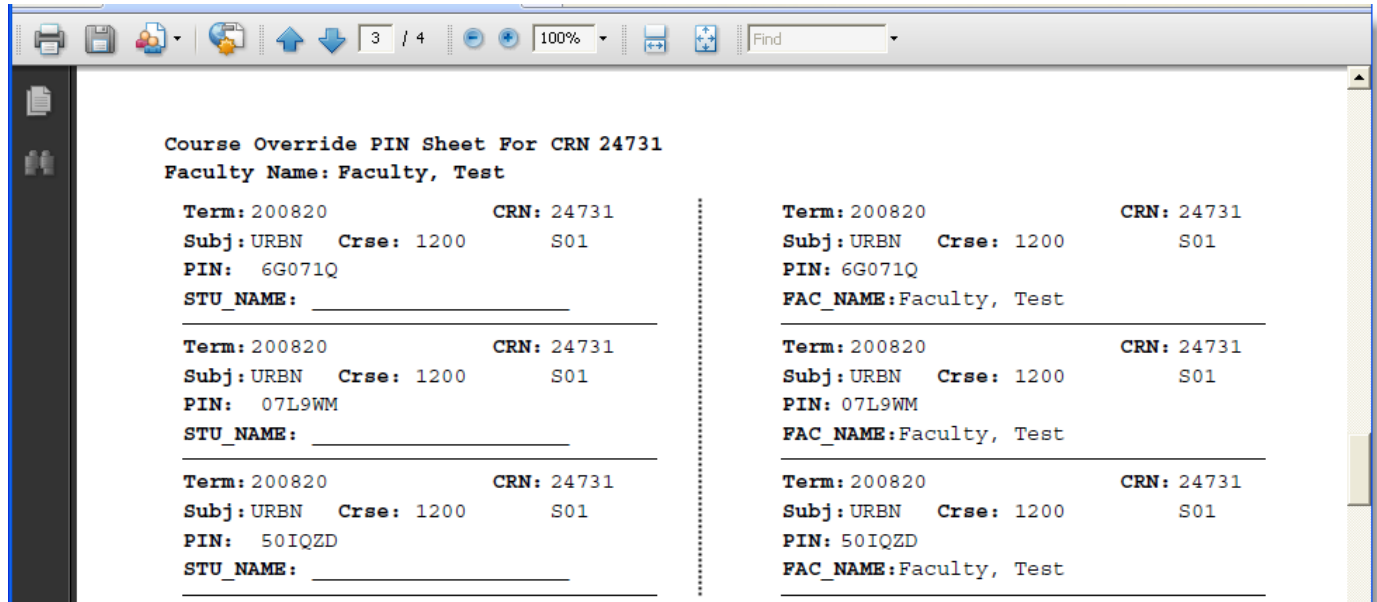
PIN REQUEST PIN DETAIL

Instructor ID	Instructor Name	CRN	Subject	Course	Section	Printed Pins	Available Unprinted Pins	Request Pins	Max Enrl Allowed	Actual Enrl	Seats Available
B00480194	Faculty, Test	25533	HMAN	1970B	S01	0	0	0	20	19	1
B00480194	Faculty, Test	24731	URBN	1200	S01	0	20	0	999	83	916

Create Pins Run Report

When you are ready to print the pins, click on the “Run Report” button in the data block.

Fourth Slide: The report will open in a new window as an Adobe .pdf file. This report can be printed using the Adobe toolbar icons and is formatted to fit the perforated paper supplied by Graphic Services. These pages can be given to faculty for distribution to students. Individual pins can be separated and handed to students as needed, and the student's name can be recorded on the office copy.



When printing is complete, close the report window. Do NOT save the report - - the pins CANNOT be used again. If the report doesn't print properly, return to Banner and create new pins by starting the process over again.

Fifth Slide: You may click on the PIN DETAIL tab of SWAROVV to view a list of the pin numbers issued for the CRN highlighted on the PIN REQUEST tab.

When students use a pin to create an override, their name and Banner ID will appear in the “Pin Used By” fields.

Schedule Detail Form SWAROVV 7.3 (DEVL7)

Term: 200820 CRN: [] OR Subject: [] Course: [] OR Search

Instructor ID: B00480194 Faculty, Test

PIN REQUEST PIN DETAIL

Term	CRN	Subject	Course	Sequence	Pins	Pin Used By ID	Pin Used By Name	Print Ind
200820	24731	URBN	1200	S01	6G071Q			Y
200820	24731	URBN	1200	S01	J53TXZ	B00480193	Student, Test U	Y
200820	24731	URBN	1200	S01	50IQZD			Y
200820	24731	URBN	1200	S01	KHK9ZX			Y
200820	24731	URBN	1200	S01	C22CUR			Y
200820	24731	URBN	1200	S01	VA4VI9			Y
200820	24731	URBN	1200	S01	W5AEYG			Y
200820	24731	URBN	1200	S01	HJV0KQ			Y
200820	24731	URBN	1200	S01	QXU7YX			Y
200820	24731	URBN	1200	S01	AJ12JW			Y

Remember: An override is “permission to take the class” - - it does not automatically “register” students. They must complete the registration by accessing the Registration page of the Banner Web, entering the registration pin, and registering for the course.

Important Note: Students should be urged to use caution when entering PINs. There is a maximum of 5 attempts allowed per CRN before a student is prompted to see his instructor for a manual override. Once the 5 attempts have been exceeded for any CRN, the override must be entered using other methods: directly into Banner Web by faculty, using SFASRPO in INB (Oracle) by department staff, or direct entry of the pin by Registrar’s Office staff. Students cannot be assigned a second registration override PIN for the same CRN.

When all pins have been created and reports have been printed, exit your session by clicking on the large black X in the toolbar. This will return you to the main menu – click the black X again to end your session. You will need to close your browser window separately.

Thank you for visiting this tutorial.