

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

SLIDE 1



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

SLIDE 2

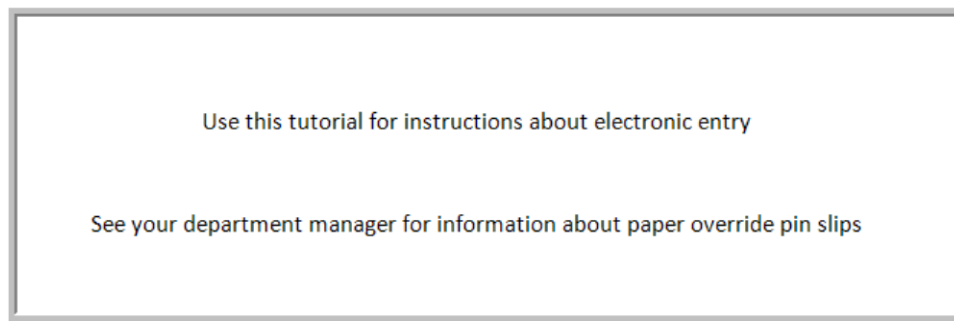
Instructors have two options when administering overrides:

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

2

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.

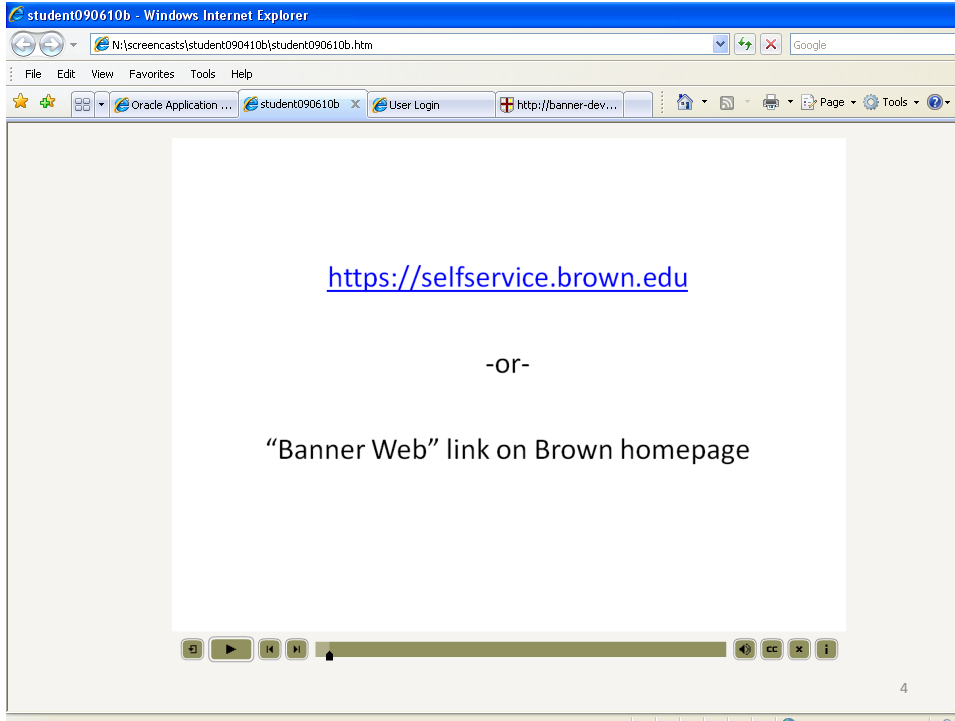
SLIDE 3



3

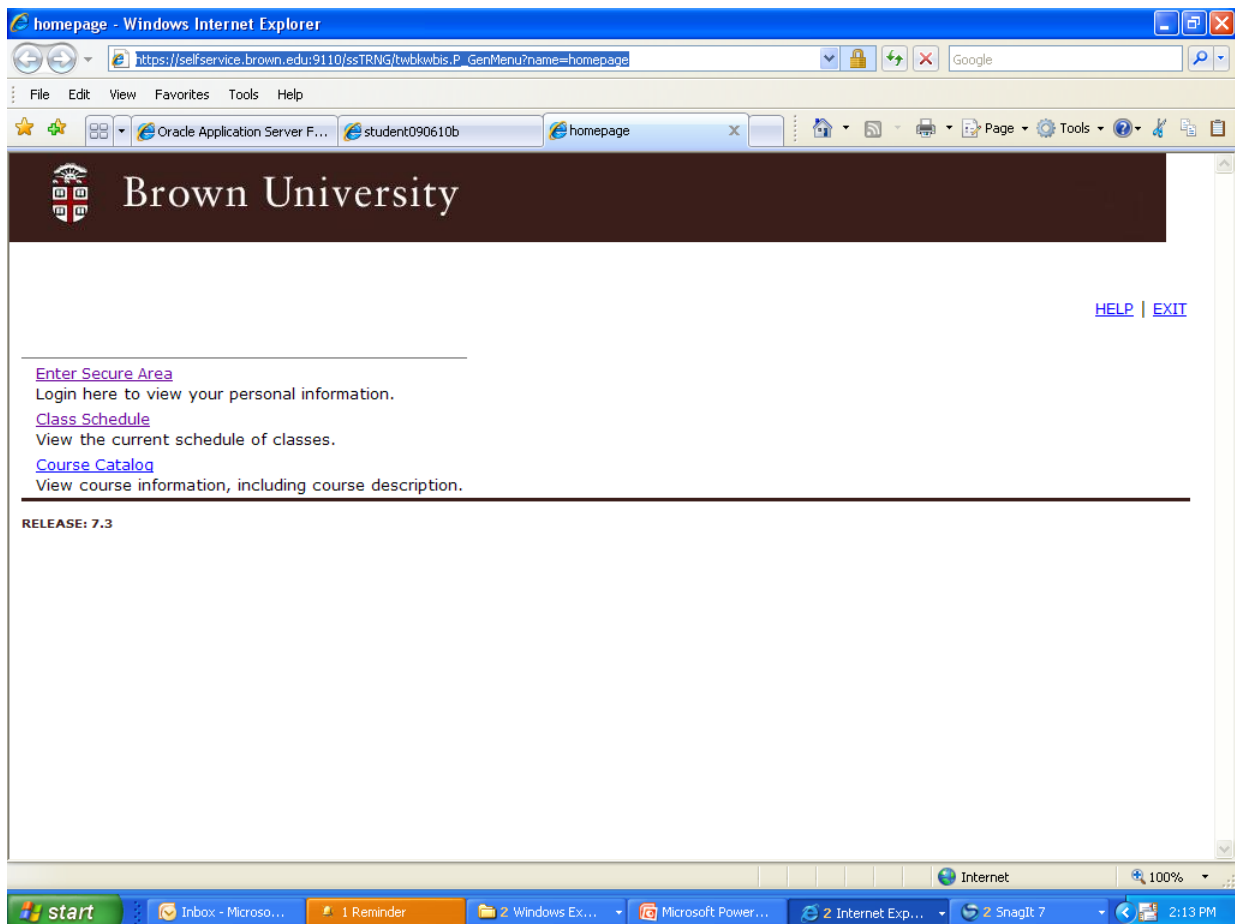
This tutorial is intended for faculty who will be entering electronic course overrides directly into the Banner system. If your department is utilizing the Registration Signature Pin method for overrides, please see your department manager regarding the creation and distribution of the pin numbers.

SLIDE 4



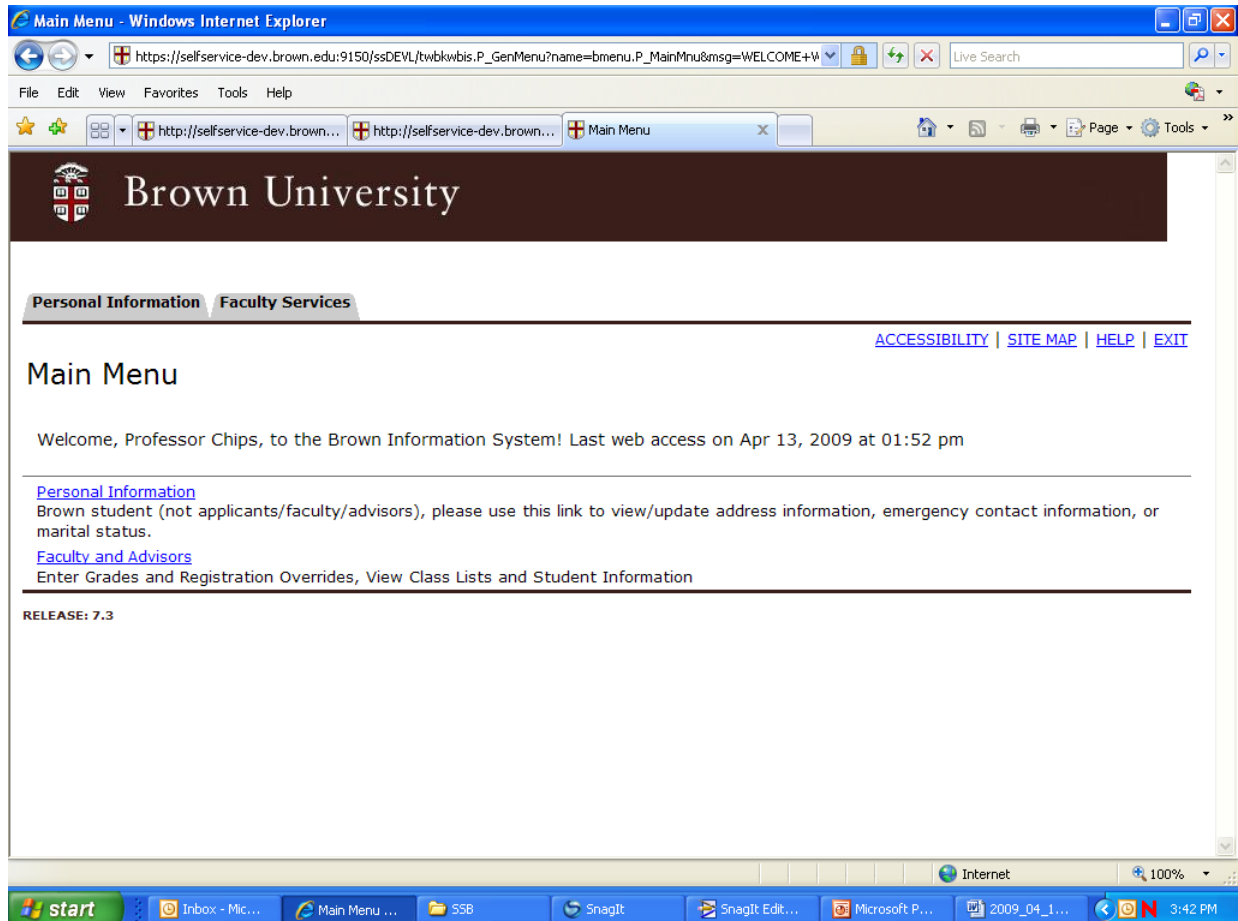
To access Self Service Banner, you will need to login to <https://selfservice.brown.edu> or use the Banner Web link from the Brown home page.

SLIDE 5



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

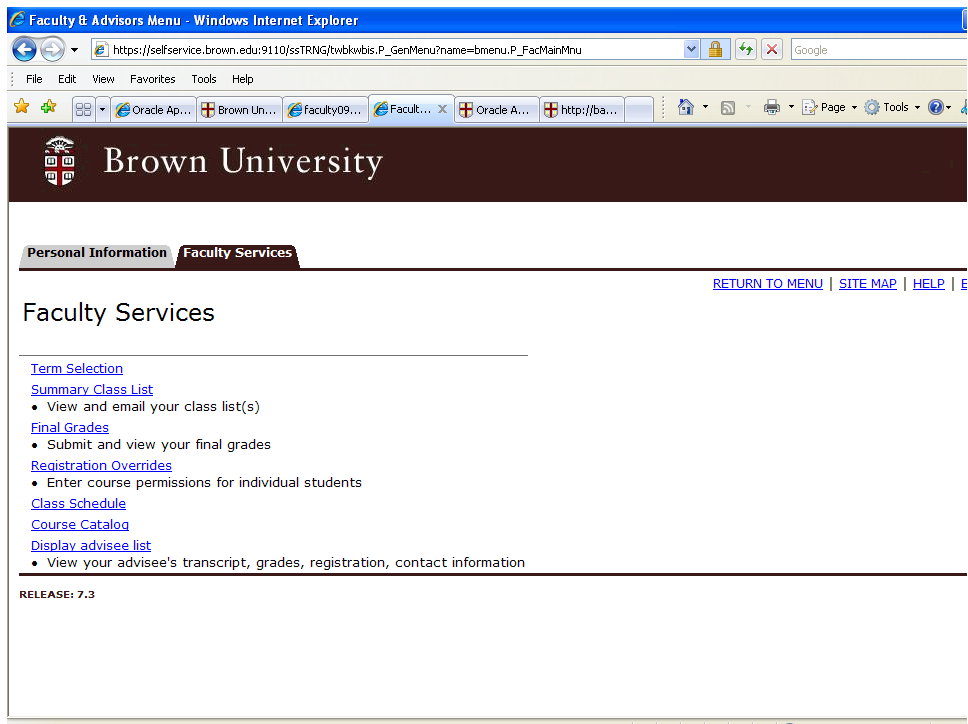
SLIDE 6



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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SLIDE 8

Select Term - Windows Internet Explorer

https://selfservice.brown.edu:9110/ssTRNG/bwlfrov.P_FacRegOvr

File Edit View Favorites Tools Help

Oracle Ap... Brown Un... faculty09... Select... Oracle A... http://ba...

 Brown University

Personal Information Faculty Services

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Select Term

B00503063 Professor Cf
Apr 13, 2009 01:53

Select a Term:

- Fall 2009
- Fall 2009
- Spring 2009
- Fall 2008

RELEASE: 6.1

Select the Term for the override from the drop down list

SLIDE 9

Student and Advisee ID Selection - Windows Internet Explorer

https://selfservice.brown.edu:9110/ssTRNG/bwlkrov.P_FacRegOvr

File Edit View Favorites Tools Help

Oracle Ap... Brown Un... faculty09... Stude... Oracle A... http://ba...

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Student and Advisee ID Selection

B00503063 Professor Ct
Spring 2009
Apr 13, 2009 01:54

To process a Registration Override, please enter the student's Banner ID (Ex. B99999999).

At this time, the Student Advisee Query functionality is limited.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students
☐ Advisees
☒ Both

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.


SLIDE 10

Student Verification - Windows Internet Explorer

https://selfservice.brown.edu:9110/ssTRNG/bwilkoids.P_FacVerifyID

File Edit View Favorites Tools Help

Oracle Ap... Brown Un... faculty09... Stude... Oracle A... http://ba...

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Student Verification

B00503063 Professor Cf
Apr 13, 2009 01:56

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Kate Undergrad is the name of the student or advisee that you selected.

[[ID Selection](#)]

RELEASE: 7.2

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


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Registration Overrides - Windows Internet Explorer

https://selfservice.brown.edu:9110/ssTRNG/bwlkrov.P_FacRegOvr

File Edit View Favorites Tools Help

Oracle Ap... Brown Un... faculty09... Regist... Oracle A... http://ba...

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Registration Overrides

Information for [Kate Undergrad](#)

B00503063 Professor Ct
Spring 21
Apr 13, 2009 01:56

Registration Overrides

Override	Course
Override All Restrictions	None
None	None
None	21819 - MUSC 0560 S01
None	None

Current Student Overrides

Override	Course	Activity Date Entered by
Override All Restrictions 25477 - AMCV 0150G S01	Mar 30, 2009	WWW2_USER
Override All Restrictions 20486 - LITR 0110A S01	Apr 10, 2009	WWW2_USER

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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The screenshot shows a web browser window titled "Registration Overrides - Windows Internet Explorer". The address bar displays the URL: https://selfservice.brown.edu:9110/ssTRNG/bwldfrov.P_FacVerifyRegChgs. The page header features the Brown University logo and name. Below the header, there are two tabs: "Personal Information" and "Faculty Services", with "Faculty Services" being the active tab. The main heading is "Registration Overrides". To the right of the heading, there are links: [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [E](#). Below these links, the user's identity is displayed: "B00503063 Professor Cf", "Spring 20", and "Apr 13, 2009 01:58". A light blue box contains the text: "These are the override requests you entered. Please confirm them by selecting Submit." Below this box, the section "Registration Overrides" is followed by a table. The table has columns: "Override", "CRN", "Course Number", "Section", "Student", and "Activity Date". The table contains one row of data: "Override All Restrictions", "21819", "MUSC", "0560", "S01", "Kate Undergrad", and "Apr 13, 2009". Below the table is a "Submit" button. At the bottom of the page, there is a link: [\[Registration Overrides \]](#) and the text "RELEASE: 7.0".

Registration Overrides - Windows Internet Explorer

https://selfservice.brown.edu:9110/ssTRNG/bwldfrov.P_FacVerifyRegChgs

File Edit View Favorites Tools Help

Oracle Ap... Brown Un... Faculty09... Regist... Oracle A... http://ba...

Brown University

Personal Information Faculty Services

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Registration Overrides

B00503063 Professor Cf
Spring 20
Apr 13, 2009 01:58

These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Override All Restrictions	21819	MUSC	0560	S01	Kate Undergrad Apr 13, 2009

[\[Registration Overrides \]](#)

RELEASE: 7.0

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

Registration Overrides - Windows Internet Explorer

https://selfservice.brown.edu:9110/ssTRNG/bwlfrov.P_FacCommitRegChgs

File Edit View Favorites Tools Help

Oracle Ap... Brown Un... Faculty09... Regist... X Oracle A... http://ba...

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Registration Overrides

B00503063 Professor CF
Spring 21
Apr 13, 2009 01:58

Information for [Kate Undergrad](#)

☒ The registration overrides you entered have been saved successfully.
To provide another override for a different student, please select the ID Selection link found at the bottom of this page.

Registration Overrides

Override	Course
None	None
None	None
None	None

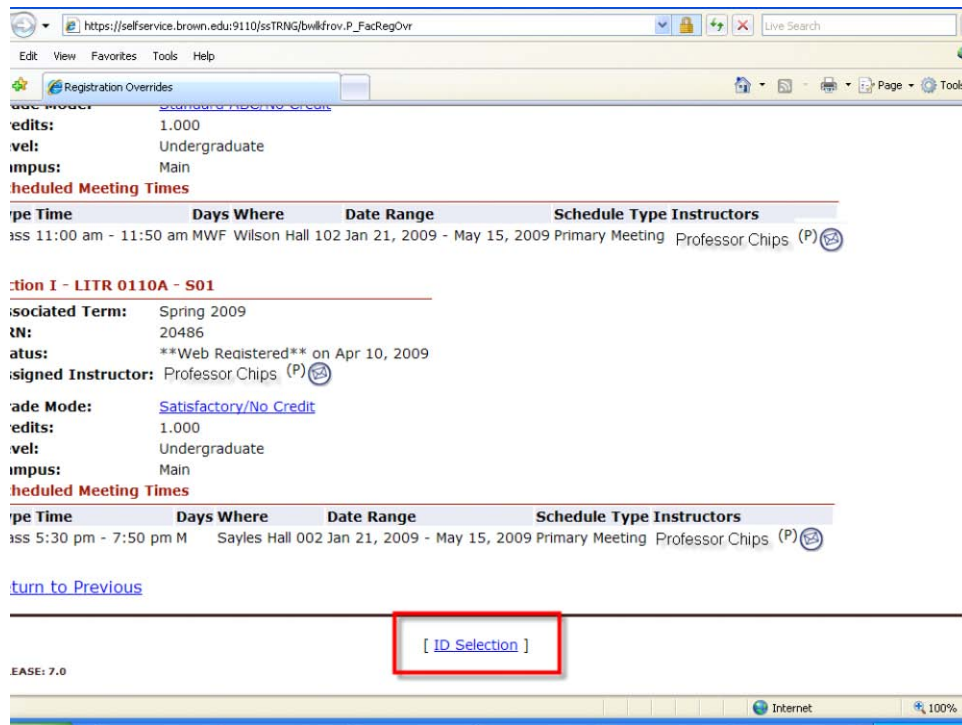
Submit

Current Student Overrides

Override	Course	Activity Date Entered by
Override All Restrictions 25477 - AMCV 0150G S01	Mar 30, 2009	WWW2_USER
Override All Restrictions 20486 - LITR 0110A S01	Apr 10, 2009	WWW2_USER
Override All Restrictions 21819 - MUSC 0560 S01	Apr 13, 2009	WWW2_USER

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.

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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.