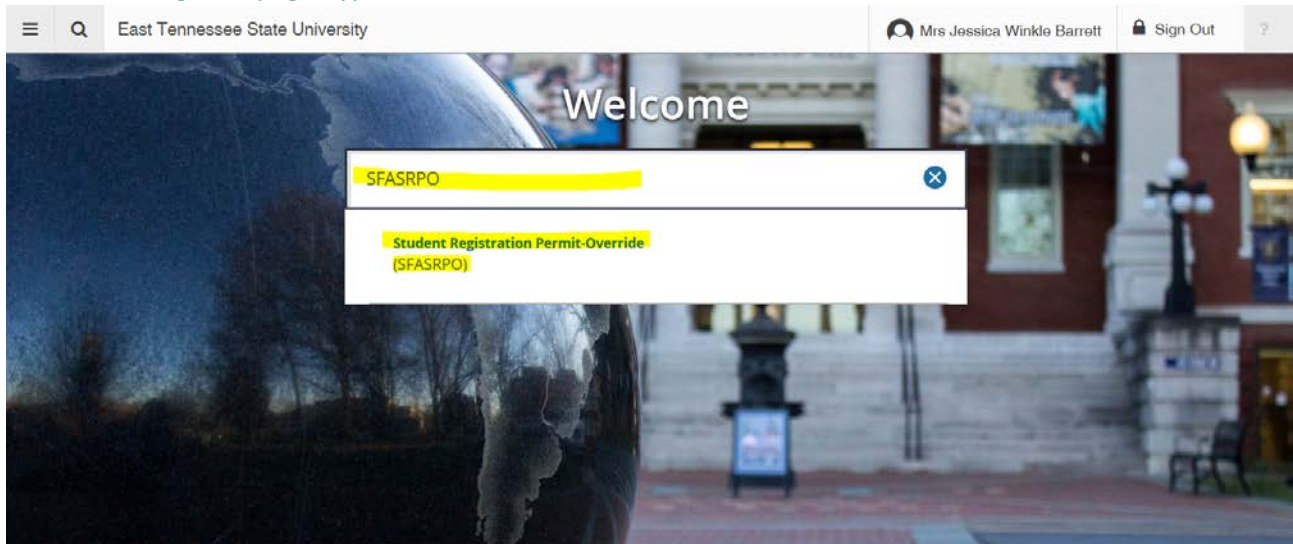# How To Enter Permits-Banner 9

SFASRPO

1. From the Navigation page, type in SFASRPO in the search box

2. Type in the student E# into the ID box, hit the "Tab" button on the keyboard and then enter the semester the permit is needed for in the Term box.

3. To populate the information, either hit the green "Go" button at the top right of the page or the down arrow at the bottom left of the page.

OR

4. In the Permit box, type the name of the permit you want to use. If you are not sure what the different types of permits are, click the buttons with the three small dots.

ID: E00008272 Barrett, Jessica W. Term: 201880 Fall 2018

STUDENT PERMITS AND OVERRIDES

Permit *		Permit Description
	...	

| ◄ ◄ 1 of 1 ► ► | 5 ∨ | Per Page |

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section

| ◄ | | | | > |

| ◄ ◄ 1 of 1 ► ► | 5 ∨ | Per Page |

5. To choose a permit from this page, simply double click on the permit you want to use.

Registration Permit-Override Codes   ✕

Criteria 🔍 |

Code	Description
APPROVAL	Instructor/Dean/Dept Approval
CAPACITY	Capacity Override
COREQ	Corequisite Course Override
DUPLICATE	Duplicate Course Override
LINKS	Link Override
MAJOR	Major Restriction
PREREQ	Prerequisite Override
SENIOR AU	Senior Audit Override
TIME	Time Conflict Override

| ◄ ◄ 1 of 1 ► ► | 10 ∨ Per Page | Record 1 of 9 |

Cancel   OK

6. After the permit type is entered, then type in the CRN of the course that requires the permit.

Start Over

ID: E00008272 Barrett, Jessica W. Term: 201880 Fall 2018

STUDENT PERMITS AND OVERRIDES   Insert Delete Copy Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
APPROVAL	Instructor/Dean/Dept Approval	31564 ...	PSYC	4900	004

| ◄ ◄ 1 of 1 ► ► | 5 ∨ Per Page | | | | Record 1 of 1 |

STUDENT SCHEDULE   Insert Delete Copy Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	S
							☐	☐	☐	☐	☐	☐	☐								

| ◄ | | | | | | | | | | | | | | | | | | | | > |

| ◄ ◄ 1 of 1 ► ► | 5 ∨ Per Page | | | | | | | | | | | | | | | | | | | Record 1 of 1 |

7. Once the CRN is entered, simply tab over and the rest of the course information will populate.

8. To enter another permit, hit the down arrow on your keyboard and another line will appear to enter a new permit. Repeat the process above for each new permit you need to enter for that particular student.

ID: E00008272 Barrett, Jessica W.   **Term:** 201880 Fall 2018

▼ STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject
APPROVAL	Instructor/Dean/Dept Approval	81564	PSYC
	⋯		

|◀ ◀ 1 of 1 ▶ ▶| 5 ∨   Per Page

▼ STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Tim
							☐	☐	☐	☐	☐	☐	☐		

‹   ›   ‹

|◀ ◀ 1 of 1 ▶ ▶| 5 ∨   Per Page

9. Once you are done, hit F10 on your keyboard to save or hit the grey "Save" button in the bottom right corner of the page.
10. You should get a green message that it was successfully saved.

     👤 Mrs Jessica Winkle Barrett   🔒 Sign Out   **?**

➕ ADD   🗎 RETRIEVE   🖧 RELATED   ⚙ TOOLS   1

✅   Saved successfully (1 rows saved)

➕ Insert   ➖ Delete   � Copy   🔽 Filter

Course Number	Section
4900	004

Record 1 of 1

➕ Insert   ➖ Delete   ▐ Copy   🔽 Filter

End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Se

›

Record 1 of 1