

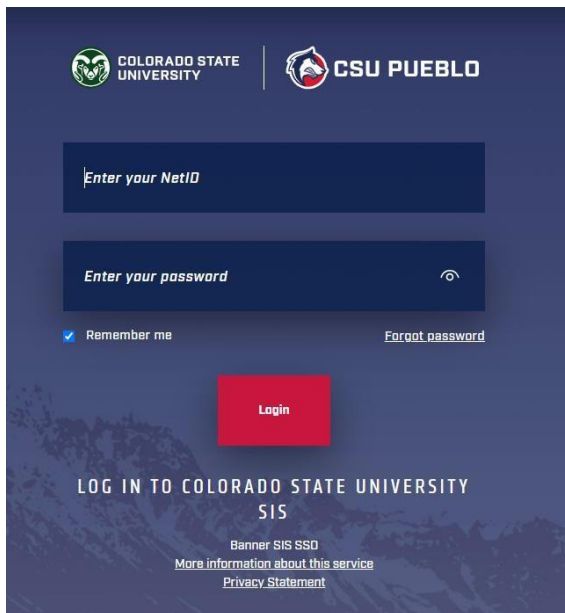
How to Enter Registration Overrides in Self-Service Banner (SSB)

Important

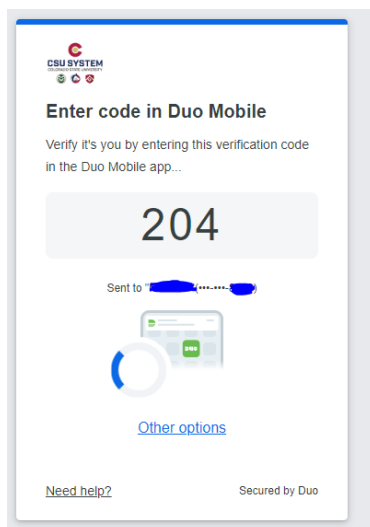
- Access to enter registration overrides is in [PAWS](#) under the **Banner** Module. This will lead you to Self-Service Banner (SSB).

Logging into Banner Self Service

1. After clicking the Banner module in PAWS, you will need to enter your login credentials again here.



2. Using the DUO app on your phone, enter the code that appears on screen



Faculty and Advising Options

1. Once logged in, click “Registration Approvals and Overrides”

Faculty and Advising Options

Hello [Redacted]

Welcome to Self Service Banner (SSB). For training how to use SSB, Advisors and Faculty have been given access to the Blackboard course Banner Professional Learning. If you are not seeing this course in Blackboard, please contact Carol Larson

From here, depending on your faculty or advising role you may have access to one or more of the modules:

- Advising Student Profile
- Remove Advising PIN
- View Student Schedule
- **Registration Approvals and Overrides**
- Class Lists
- Faculty Course Detail
- Faculty Week at a Glance (Teaching Schedule)
- Browse Course Catalog
- Grade Entry

Student and Advisee ID Selection

1. Select the term of your class.
2. Search for the student by ID and select the appropriate search type radio button.
3. Click on the student who needs an override.

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you wish to search for, or enter the name of the student or advisee. Then select Submit.

Term Selection

Term: Summer Semester 2024 - 202460

Student Search

Student or Advisee ID: 835196062 OR Last Name: First Name:

Search Type: Students Advisee Both All

Student Selection

ID	Name	Type
835196062	Super Mario	

Registration Overrides

1. Select the appropriate override needed for the student.
2. Select the course that requires the override.
 - i) If the course requires multiple types of overrides, select "Add Override" and repeat steps 1 and 2
3. Click Submit
4. Information on the overrides granted will appear
5. The student should now be able to register for the course.

Registration Override

Override Selection

Override: Prerequisite

Course Selection

Course: 53209-MATH 224 TE

+ Add Override

Override: Instructor

Course: 53209-MATH 224 TE

Submit

Back to ID Selection

Current Student Overrides

Override	Course	Activity Date
Instructor	53209 - MATH	03/25/2024
Prerequisite	53209 - MATH	03/25/2024

Additional Information:

- Overrides selected are only valid for the term selected. If the student needs to take the course again in the future and an override is still needed, the override will need to be re-entered.
- Only select the override types that are appropriate. For example, do not use the *Extended Studies Override* or *Registrar's Office* unless you are part of those departments. The Registrar's Office will run reports on the override types selected by faculty.

Questions?

- Please contact the Registrar's Office at 719-549-2261 or registrar@csupueblo.edu.