Entering Electronic Overrides in BANNER Web

1. Select *Grant Electronic Permission* from the list of Banner Web Links.

2. Enter the *Student’s ID Number* (or enter the student’s name – this only works if the student is your advisee or currently enrolled in one of your courses) and hit *Submit*.

3. Using the pull-down menu of *Registration Overrides* select the type of override you want to grant, i.e. “Permission Override” for permission courses, “Class Restriction Override” for classyear restrictions, etc. If you want to override ALL restrictions select “All restrictions override” from the pull-down list.

4. In the pull-down menu of *Courses*, select the course you wish to grant the override for.

5. Hit *Submit*, your entry will be confirmed.

6. The *Student* will still need to *Register* for the course via either the web or in person.