QUICK ENROLL A STUDENT: USING A PERMISSION OVERRIDE

This instruction guide will walk you through the process of quick enrolling a student into a course with a permission override.
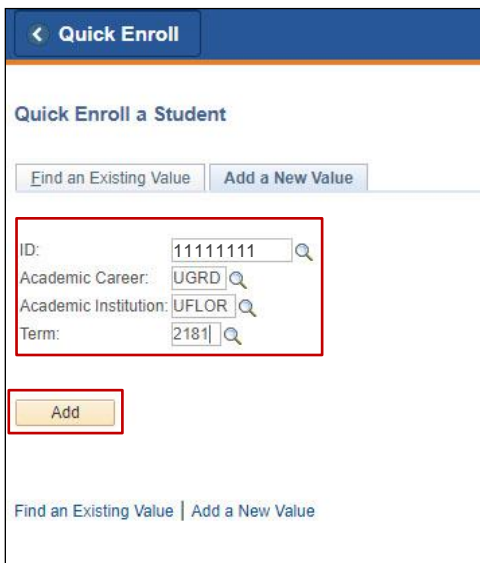
NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Enroll Students**
6. Click **Quick Enroll a Student**
7. Click **Add New Value**

PROCESS

Use the following steps to use the permission override:

1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

5. Enter the class number in the **Class Nbr** field
6. Press the **tab** key to see the course code populate
7. Click the **Submit** button

8. Click the **Errors** link to review the error message

9. Review the **Error Message**

10. Click the **Return** button
11. Click the **Class Overrides** tab

12. Check the **Class Permission** override checkbox

13. Click the **Submit** button

14. Note the status has changed from Errors to **Success**

NOTE: You may see **Messages** rather than Success. If you see this, it means the enrollment action was posted successfully but there is additional information regarding the enrollment.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu