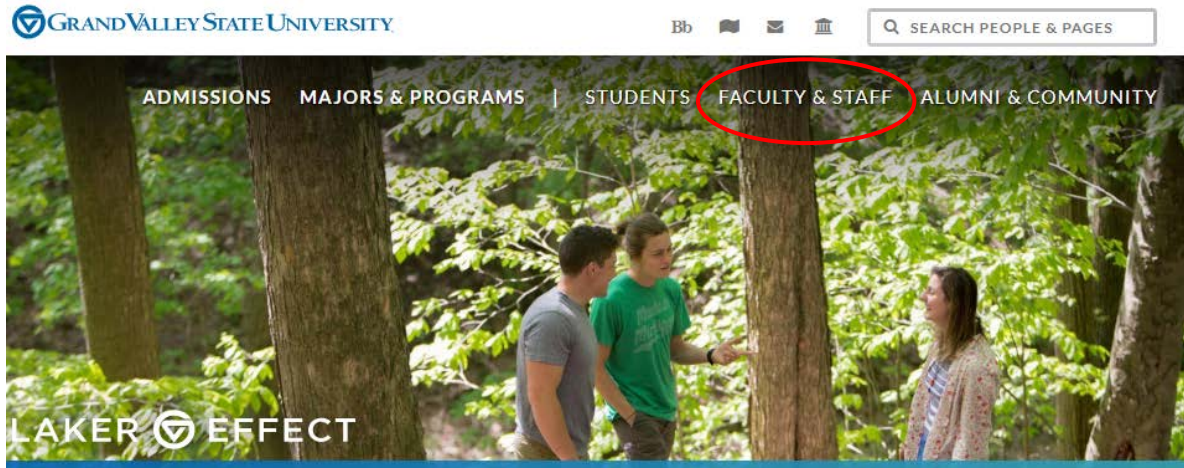## How to Grant Mass Overrides for Courses Requiring Special Approval

If a section requires special approval, you can approve permits for multiple students at once.

Login to SZACROM

1. Go to the GVSU homepage (www.gvsu.edu), then click the **Faculty & Staff** navigation link:

2. Select the **Banner (SSB)** link under Faculty & Staff.

3. Then select **Banner 9 Admin Pages**

Banner

BANNER LINKS

New - Banner Self-Service (including e~Print) using GVSU Central Login Service.
Login via your GVSU network ID and password.

Banner Self-Service (including e~Print)
Log in to Banner Self-Service using GVSU G-Number and Banner Self-Service password.

Internet Native Banner (INB)

GVSU Faculty/Staff Additional Student Information
Advisee list, student by major list, class list, view midterm and final grades by student, and grade report.

Banner Workflow

Banner Faculty Training Manuals

Banner 9 Admin Pages
Administrator access only.

4. Log in to **Banner 9** using your Network ID (the login used to log into the computers on campus, not your Gnumber) and your Network Password.

GRAND VALLEY
STATE UNIVERSITY.

GVSU Central Login Service

Sign in to your account

User Name

Password

Sign In

General Information

You are entering a secure login area in which designated applications at GVSU are allowed to use your login credentials entered on this site for authentication. This allows you to login once with your network ID and password and have access to designated applications without logging in multiple times. GVSU Information Technology will continue to review applications that meet the requirements for this type of authentication but cannot guarantee all applications have the ability to do so.

Trouble Logging In?

Contact the Information Technology Helpdesk at 616-331-2101 or visit http://gvsu.edu/it/

Reset / Change Your Network Password

You may change your network password by following the instructions at https://www.gvsu.edu/passwordreset

If you need to reset or change your Network Password, please following the **Reset/Change Your Network Password link.**

5. After you log in, enter the form name **SZACROM** into the "**Search…**" box and click the Enter key on your keyboard.
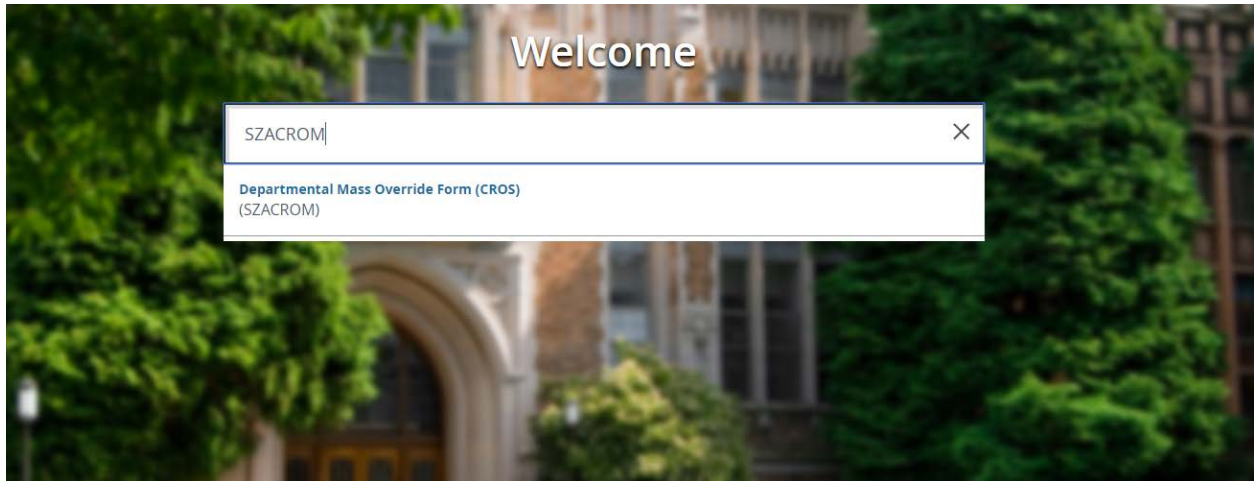

6. You can grant overrides for either a specific section or for all sections of a particular course in a specific term.

    a.   To grant permits for a specific section enter the term and CRN for the section for which you are granting permits. The course subject, number, section, and title will fill in.

b. To grant permits for all sections enter the term and choose the subject and course from the Subj & Course drop down. Click OK to select the course.
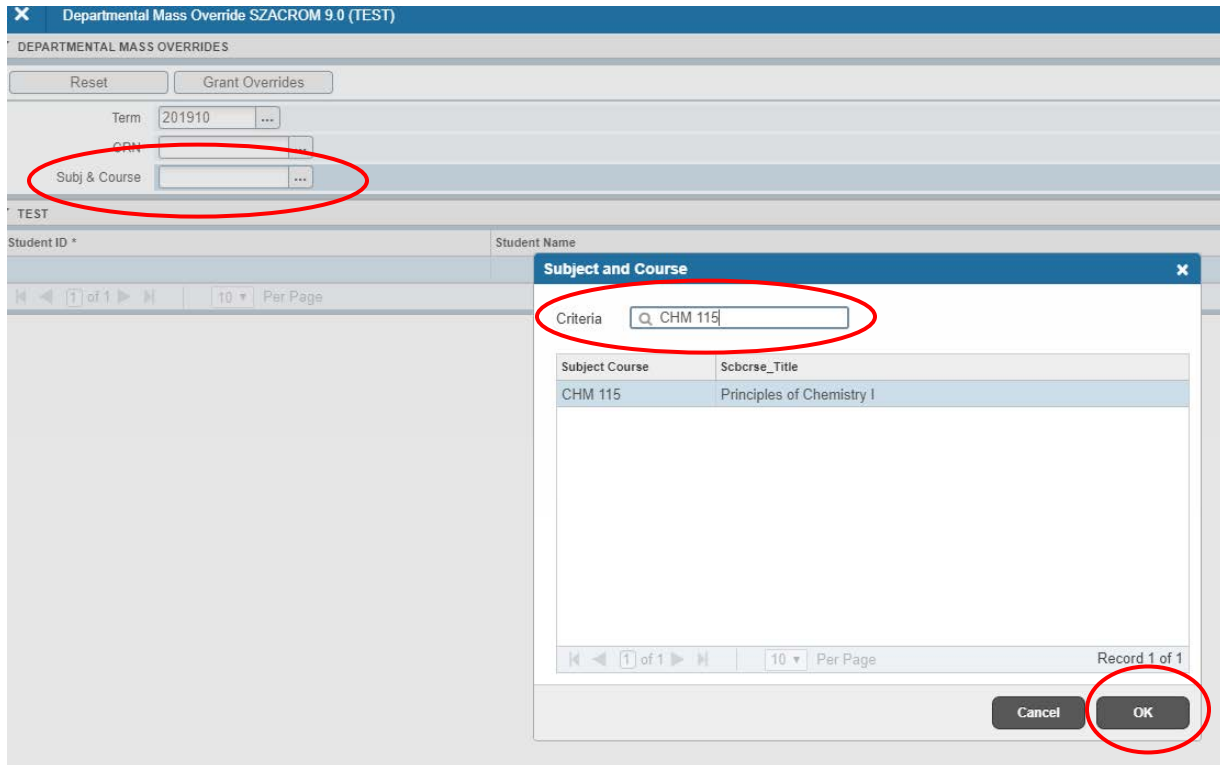
7. If the course you select does not always require permissions, you will receive a message notifying you.
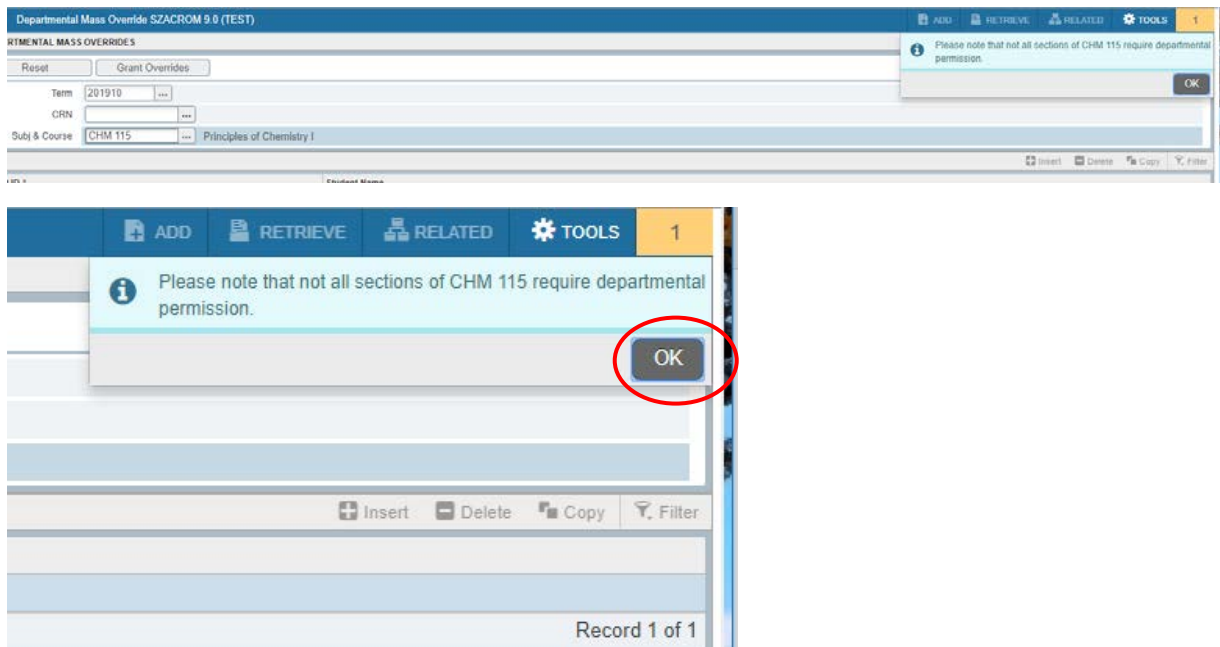
8. Click the box below Student ID and enter the first student's G-number. The student's name will auto-populate. **Please note the "G" must be capitalized**. Place your cursor in the field below that to enter the next student's information. Continue with this process until you have entered all of the students' IDs.

9. Once you have entered all of the IDs, click the "Grant Overrides" button. A pop-up box will appear. Click ok. Please note that an email will not be automatically sent to the student.

10. If you need to enter permits into multiple sections for the same group of students, do not roll back. Instead, place your cursor in the term or CRN field and enter the next section's information. The list of students will remain. Click Grant Overrides.

11. Repeat process for multiple sections. Click Reset to clear the list of students.

12. To view the override on an individual student's record go to SZASRPO. The request will have an Approved status and "Group override" will be noted in the internal comments box. The message to the student will say "Departmental permission has been granted."

13. The student will be able to view the override in the Registration Override Requests Summary in the student's myBanner:

Registration Override Requests

Current Registration Override Requests
Note: If your request is denied, use the "View a Request" button below to see the reason for denying.

Select	Term	Course	Status	Submit Date	Message to Student
○	Fall 2018	CIS 309 01 (22785)	Approved	26-SEP-2018	Departmental permission has been granted.
○	Fall 2018	CHM 115 929 (24408)	Approved	26-SEP-2018	Departmental permission has been granted.

View a Request - Select a request from the list above then press this button to view the details of the request

Cancel a Request - Select a request from the list above and press this button to cancel that request. Only Pending and Received requests can be cancelled.

[Add or Drop Classes | Change Term]

RELEASE: 7.3.2.1

14. The student can now register for the class. Please remember that the student will not receive an email notification.