I. LOG INTO THE FACULTY STAFF PORTAL
- Go to www.weber.edu
- CLICK faculty & staff
- Enter your Groupwise Username in the designated field
- Enter your Groupwise password in designated field
- CLICK the Enter button

II. GETTING INTO LYNX / BANNER
- CLICK Lynx Self-Service in the purple bar
  - if you do not have Lynx Self-Service in the purple bar
    - CLICK Preferences
    - CLICK the Quick Links tab
    - SCROLL until you see the link and selection box for Lynx self service
    - CLICK the box corresponding to Lynx self service
    - SCROLL to the bottom of the form
    - CLICK the Submit button
- CLICK Faculty & Advisors

III. REGISTRATION OVERRIDES
- CLICK Student Menu
- CLICK Registration Overrides
- Enter the student W#, -OR- Enter the student’s name
- CLICK the Submit button
  - If you performed a name search and there is more than one student matching your parameters you will now need to select the correct student from the ID Selection drop down field.
  - CLICK the Submit button
- CLICK the Override drop-down menu
- Select the type of override you wish to perform
- CLICK the course drop-down menu
- Select the course you wish to allow the student to register for.
  (the override type and the course must be listed on the same line)
  - To enter overrides for another student scroll to the bottom of the form
  - CLICK ID Selection
  - Enter the student’s W#
  - Repeat process

<table>
<thead>
<tr>
<th>Override Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>The course is closed due to the limit on the number of seats available.</td>
</tr>
<tr>
<td>Classification:</td>
<td>The student’s College or University Tier classification is not correct for participation in this course.</td>
</tr>
<tr>
<td>Co-requisite:</td>
<td>You wish to allow the student to register for this course without registering for the assigned co-requisite course.</td>
</tr>
<tr>
<td>Degree Restriction:</td>
<td>You wish to allow the student to register for a course that is limited or restricted to students with a specific degree type.</td>
</tr>
<tr>
<td>Duplicate:</td>
<td>You wish to allow the student to register for the same course twice during the same semester.</td>
</tr>
<tr>
<td>Links:</td>
<td>You wish to allow the student to register for part of a linked course but not both portions.</td>
</tr>
<tr>
<td>Pre-requisite:</td>
<td>You wish to allow the student to register for this course even though they have not successfully completed the pre-requisite course, or met the minimum placement testing standards.</td>
</tr>
<tr>
<td>Program Restriction:</td>
<td>You wish to allow all the student to register for a course that has specific program of study restrictions.</td>
</tr>
<tr>
<td>Special Approval:</td>
<td>You wish to allow this student to register for a course that requires special approval to participate.</td>
</tr>
<tr>
<td>Time Conflict:</td>
<td>You wish to allow the student to register for two courses during the same time block.</td>
</tr>
</tbody>
</table>