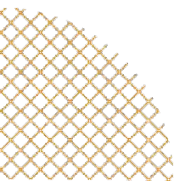


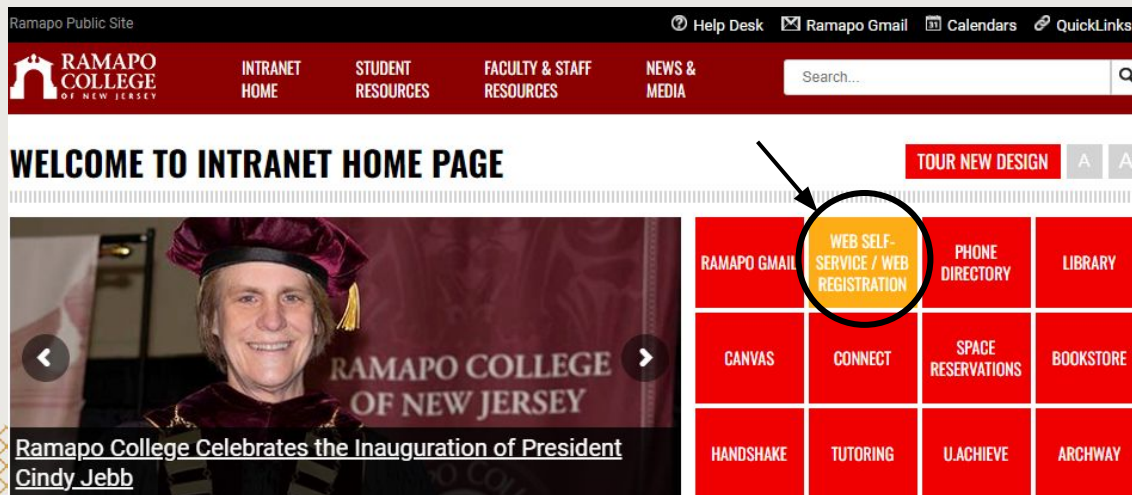
# How to Provide a Registration Override in Web Self-Service

(Banner 9)



# Log in to Web Self-Service

- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



Enter Secure Area  
 General Financial Aid  
 Class Schedule  
 Course Catalog

SIGN IN

Remember me on this computer  

SIGN IN

# Access Override Page

- Click on Faculty Services
- Click on Registration Overrides

Personal Information  
Update contact information; review name or social security number change information; Change your PIN.

Student Services & Financial Aid  
Register, View your academic records; Account Summary, Make a Payment, Payment Plan; Financial Aid

**Faculty & Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.




**Faculty Services**

- Advisee and Student Search  
Search for Advisees and Students
- Assignments
- Detail Schedule
- Week At A Glance
- Office Hours
- Grade Entry
- Registration Overrides**
- Holds and Waivers  
Holds and Waivers
- Browse Course Catalog
- Browse Class Schedule

# Access Override Page

- Input appropriate term
- Input student's R Number or Name
- Submit and click on student's name on bottom of the page

 Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Student or Advisee ID

OR

Last Name

First Name

Submit

Search Type  Students  Advisee  Both

# Provide Override

- Select appropriate override
- Select appropriate course
- Click Add Override if providing more than one override
- Submit

### Registration Overrides

Override	Course	<a href="#">+ Add Override</a>
<input type="text" value="Select"/>	<input type="text" value="Select"/>	
<input type="submit" value="Submit"/>		
<a href="#">← Back to ID Selection</a>		