Faculty Override
Faculty member might have the ability to process overrides on the web. The process needs to be setup by the Registrar at the institution.

NOTE: You may need to remember the Student’s Tech ID and Course ID.

Click the Faculty Overrides Link

Select an Edit Code from the dropdown arrow. Then click on the [Continue] button.
The instruction on the bottom indicates what needs to be entered. Once completed, click the [Process] button.

The Override Request Result page will display. The result of this override is the *Tech ID not authorized to override this edit*. If it was successful, the message would display with; *Your override completed successfully.*

Return to the *Class Management* section located on the Left side of the Navigation Panel.