Providing Overrides
1. To give a student an override
log into iRoar and proceed to
Banner. You should see this as
the home admin pages for
Banner 9

![Welcome to iRoar](image1)

2. Type in SFASRPO in the
search box and then press enter.

![Search for SFASRPO](image2)

3. When you get to the SFASRPO
form the ID box will be on the left
side and the term box will be on the
right.
Type in the student's CID number in
the ID box and the term the override
is going to be for in the Term box.

![Enter ID and Term](image3)

4. In the field labeled
permit code to the far
left enter the Override
you need to give. If you
do not remember the
override please see the
Override page on the
Registrar's website.

![Enter Override Code](image4)

*If the student has other overrides for the term
press insert in the upper right to insert a new row
for a new override.*
5. If you do not know the override code you can click on the ellipses to the right of the permit code box and this search pop up box will generate for you to search for the code needed. Once you find it, highlight it and click okay for it to populate in the permit code box.

6. Enter the CRN of the course the override is for in the box labeled CRN to the right of the permit code box.

*If you do not remember the CRN you can click on the ellipses to the right of the CRN blank field. You can do this also for part of term and the other required fields if need and a search pop up box will appear like the bottom picture shown.
7. When you find the intended course, highlight it and press select in the bottom right corner. It will then populate in the CRN box on the main SFASRPO page.

8. When the CRN and the Override have been entered click save in the right corner so that the override will be submitted into the system.