The Create Registration Override Codes link is on the Faculty Services menu in the Secure Area of Banner Web.
Select a term from the drop down list. The course list will populate with your assigned course offerings – including offerings where you are a co-instructor. Select the course for which you would like to create override codes. Enter the number of override codes you would like to create and click the Create Override Codes button.
The override codes will display with an option to Email to student. Click the Email envelope to open a Search window where you can enter the student’s Banner ID, Brown Email address, or use a name search function to find the student’s Email address.
The simplest method is to enter the student’s Brown Email address, then click the Search button to execute the search. You can also search by either Banner ID or name (last name field is required when using the name search).
Select the radio button next to the Banner ID in the student row that matches your search criteria. Click the Send Email button to send the override code directly to the student.
You will receive a confirmation that the override code was sent successfully to the student.
The email address of the student will display once the override code is sent to the student.

When a student uses a registration code, the student’s name will appear in the Used By column so you may track distribution and usage.
You may use the icons to email a .csv file to yourself for distribution. The file will be delivered to your Brown Email account.

Click the various icons to activate your choices for download and distribution.
You may use the binoculars to view a print-ready sheet of override codes that can be handed out to students during class.
Print-ready override codes can be printed, distributed, then used as a recording device for distribution of the override codes.
Select this icon to download your own .csv file directly from Banner Web.
You may have to adjust some of the column widths for your display.
You can use the column header filters to display the override codes in a way that suits your purpose. Sorting by Email will group all those that have been assigned to the top of the list. Filtering by ‘Used By’ will force those codes that have been assigned to the bottom of the list. Please note that override codes may be created by another instructor assigned to the course. To avoid confusion and possible duplication, you should assign only the codes that are listed with your name in the Created By column.