Quick Reference Card – Basic
Course Registration Overrides in myUK Web Portal

Process: An administrative user needs to give a student the ability to register for a restricted course.

Role: Authorized Personnel  Frequency: When Needed

Entering the myUK Portal

Open the portal through the web address:

https://myuk.uky.edu/iri/portal

Log in using your AD or MC account and password.

Please note your password is the same as the password you use to check your UK e-mail account.

Click Log On.

You will be taken to the myUK welcome page.

Note: Depending upon your access/roles in the system, your login screen may look a little different than the one shown.

Navigating to Assign Student Overrides

Click the Student Administration tab. This will open the Student Administration area.

Now click Administration Services.

Click the Administrators folder to open it.

The following tools to help you are on the myHelp website.
Course Material  Transaction Procedures  Transaction Simulations  Online Feedback Form
http://myhelp.uky.edu/
Then click on Assign Student Overrides.

**Selecting a Student**

Enter as much information about the student in the Find a student area and then click the search button.

If you have searched for a student, select the student from the search results. You may have to click through the search results using the Next link.

If you have correctly entered either a student’s User Name or Student Number the student’s information should be the only one shown.

**Selecting an Academic Term, Course, and Section**

To select the Academic Term, click the down arrow to the right of the field to open the dropdown selection list.

Enter the Prefix, Course number and Section number (if known) in the appropriate fields and then click the search button.

The search results that match the Prefix, Course number and Section number entered are displayed.

The following tools to help you are on the myHelp website.

Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form

http://myhelp.uky.edu/
Selecting an Academic Term, Course, and Section (continued)

To assign this student an override for all sections of the course, click the course on the line that reads “All Sections” in the Sections column.

To assign the student an override only for one particular section of the course, click that section.

If you do not see the section on this screen click Next.

Once you click on a course and section the information will be displayed. If you have accidentally selected the wrong combination just click on the correct one and the new course and section information will replace what is shown.

Assigning the Override to the Selected Course and Section(s)

From the Override Text dropdown box select the override you want to assign.

Click the Assign button to assign the override for the selected course and section to that particular student.

Once the override has been successfully assigned, a message will appear at the top of the screen and the override will be shown at the bottom of the screen.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY</td>
<td>All Sections</td>
<td>INTRO TO PSYCHOLOGY</td>
</tr>
<tr>
<td>PSY 100</td>
<td>Section 001</td>
<td>INTRO TO PSYCHOLOGY</td>
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<tr>
<td>PSY 100</td>
<td>Section 002</td>
<td>INTRO TO PSYCHOLOGY</td>
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<td>PSY 100</td>
<td>Section 003</td>
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<td>PSY 100</td>
<td>Section 009</td>
<td>INTRO TO PSYCHOLOGY</td>
</tr>
</tbody>
</table>

The following tools to help you are on the myHelp website.

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http://myhelp.uky.edu/
If another override needs to be assigned to the same student for the same Academic Term, search for the course and section and then select it from the search results found.

As each override is successfully assigned a message will appear at the top of the screen and the override will be added to the list at the bottom of the screen.

Assigning an Override to a student does **NOT** book (register) the student in the class.

Once the override has been successfully assigned it is the student’s responsibility to register for the course using the *myUK* portal.

**Removing an Override for a Selected Course and Section(s)**

If an override needs to be removed, **click** on the red “**x**” in the remove column in the Assigned Override area.

When the override has been successfully removed a message will appear at the top of the screen and the override will be removed from the Assigned Overrides list shown at the bottom of the screen.

To exit the portal, **click** on the **Log Off** link in the upper-right corner of the portal screen.