

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/irj/portal>

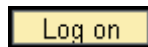
Log in using your AD or MC account and password.

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.

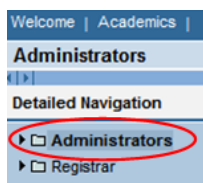
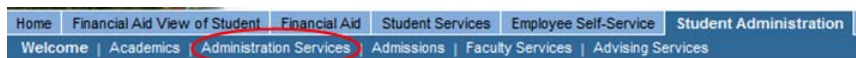
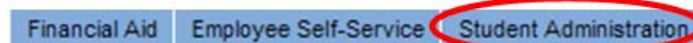


Navigating to Assign Student Overrides

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**.

- ▼ Administrators
 - Booking Rules
 - Assign Student Overrides
 - Course Capacities

Selecting a Student

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

Find a student:

User Name:

Last Name:

First Name:

Student Number:

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.

Select a student:

Full Name	User Name	Date of Birth
Cody M Focus		04-24-1987
Jennifer Catherine Focus		11-23-1984
Kelley Focus		01-22-1988
Kristina Focus		12-25-1986
Nicholas Focus		08-16-1986
Renee Focus		02-18-1987
Samantha Focus		09-21-1986

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.

Academic Term:

Prefix:

Course#:

Section#:

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

Course	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY

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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.

Course	Section	Description
PSY 100	All Sections	INTRO TO PSYCHOLOGY
PSY 100	Section 001	INTRO TO PSYCHOLOGY
PSY 100	Section 002	INTRO TO PSYCHOLOGY
PSY 100	Section 003	INTRO TO PSYCHOLOGY
PSY 100	Section 004	INTRO TO PSYCHOLOGY
PSY 100	Section 005	INTRO TO PSYCHOLOGY
PSY 100	Section 006	INTRO TO PSYCHOLOGY
PSY 100	Section 007	INTRO TO PSYCHOLOGY
PSY 100	Section 008	INTRO TO PSYCHOLOGY
PSY 100	Section 009	INTRO TO PSYCHOLOGY

< Previous [Next](#) >

PSY 100	Section 009	INTRO TO PSYCHOLOGY
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Course: PSY 100
 Section: Section 001

Override Text:

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.

Override Text:

- Select...
- Override Controlled Enrollment**
- Program type restrictions
- Override Capacity

Override Text:

Assign

Override has been assigned successfully.

Assigned Override(s):

<input checked="" type="checkbox"/> Select All	Academic Term	Course	Section	Override Text	Remove
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 001	Override Controlled Enrollment	X

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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.

Assigned Override(s):


Select All	Academic Term	Course	Section	Override Text	Remove
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 001	Override Controlled Enrollment	
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 005	Override Controlled Enrollment	

Delete

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.

 All permission(s) / override(s) has been deleted successfully.

Assigned Override(s):

Select All	Academic Term	Course	Section	Override Text	Remove
<input type="checkbox"/>	2007, Spring Semester	PSY 100	Section 001	Override Controlled Enrollment	

Delete

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

[Help](#) | [Personalize](#) | [Log Off](#)