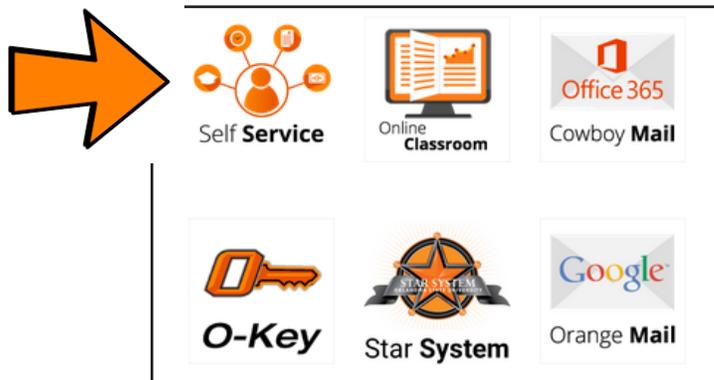


GRANTING INSTRUCTOR PERMISSION

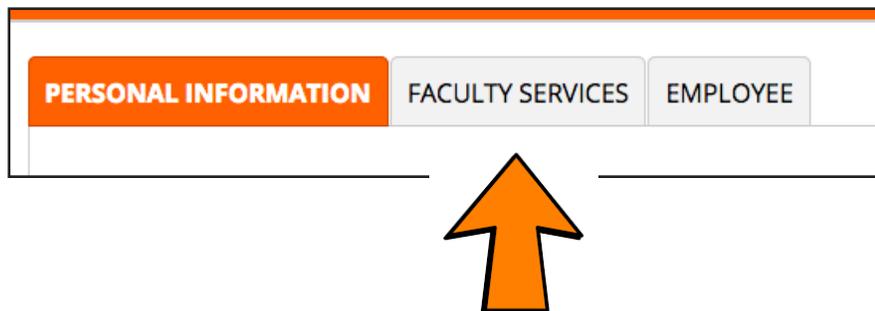
You will need to know the student's ID number and the CRN for the course they are requesting.

Step 1: Go to <http://my.okstate.edu> and log in with your O-Key information.

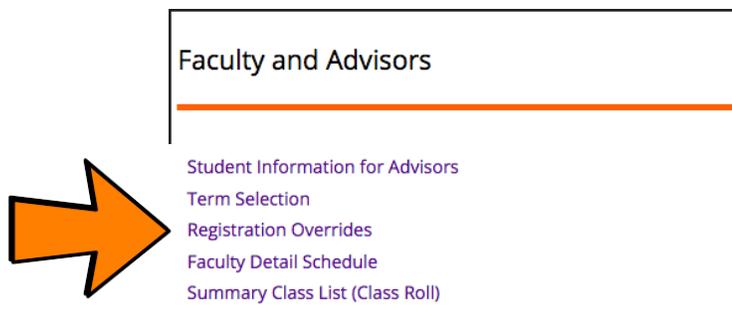
Step 2: Click on the **Self Service** link.



Step 3: Click on the **Faculty Services** tab.



Step 4: Click on the **Registration Overrides** link.



Step 5: Select the appropriate semester from the drop down menu and then click Submit.

Select Term

Select a Term:

Step 6: Enter either the student's ID number or First and Last Name and then click Submit.

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

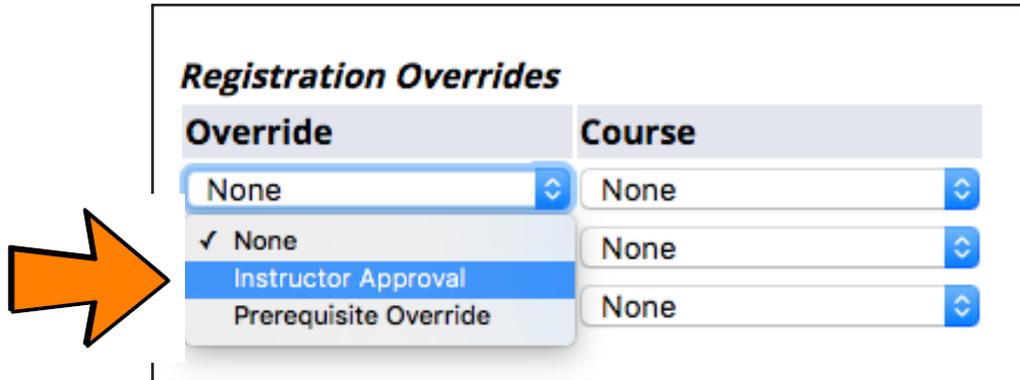
Step 7: Select the student from the drop down menu and then click Submit.

Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee:

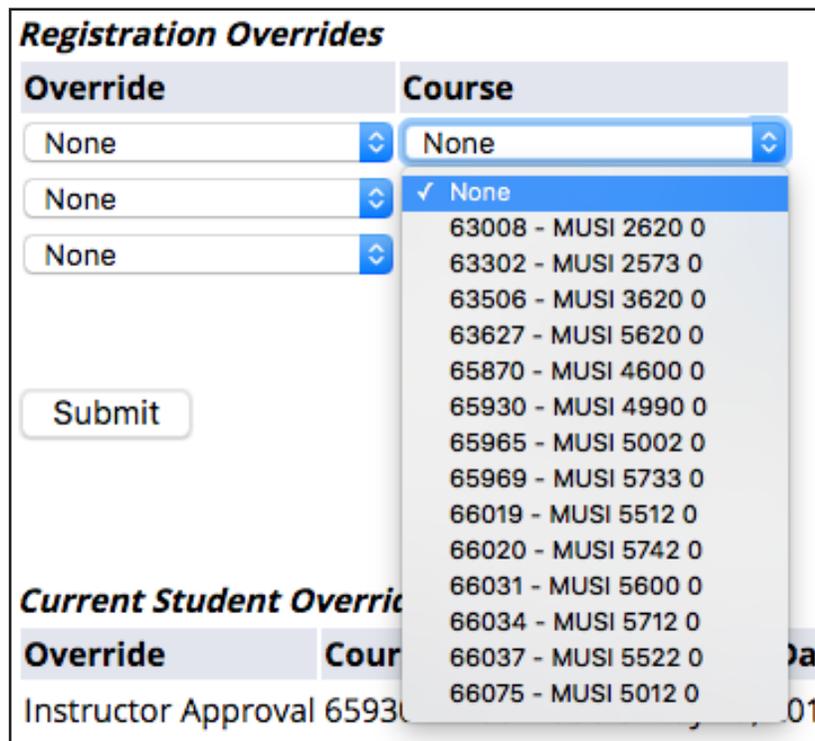
Step 8: Select **Instructor Approval** from the first drop down menu in the Override column.



Registration Overrides

Override	Course
None	None
✓ None	None
Instructor Approval	None
Prerequisite Override	None

Step 9: Select the appropriate course from the first drop down menu in the Course column. Courses are in order based on their CRN.



Registration Overrides

Override	Course
None	None
None	✓ None
None	63008 - MUSI 2620 0
	63302 - MUSI 2573 0
	63506 - MUSI 3620 0
	63627 - MUSI 5620 0
	65870 - MUSI 4600 0
	65930 - MUSI 4990 0
	65965 - MUSI 5002 0
	65969 - MUSI 5733 0
	66019 - MUSI 5512 0
	66020 - MUSI 5742 0
	66031 - MUSI 5600 0
	66034 - MUSI 5712 0
	66037 - MUSI 5522 0
	66075 - MUSI 5012 0

Submit

Current Student Overrides

Override	Course	Date
Instructor Approval	65930	01

Step 10: To grant additional overrides to the same student, repeat Steps 8 and 9 using the additional drop down menus.

Step 11: Click Submit. Your override(s) should now appear in the list of Current Student Overrides displayed below the Submit button.

Step 12: To grant overrides to additional students, go back to Step 3.