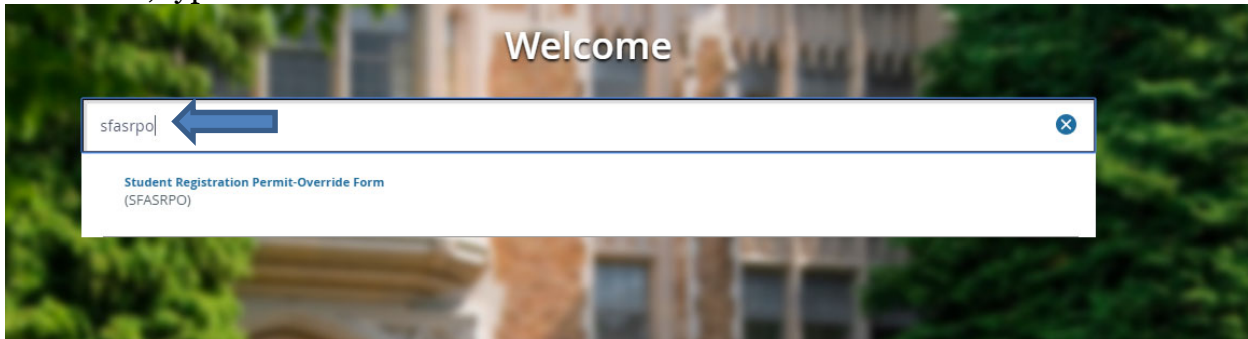# Applying Course Overrides in Banner 9 - Staff
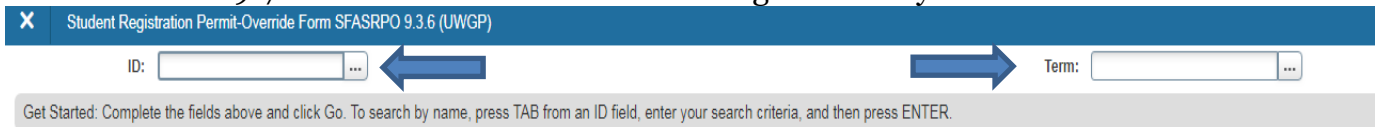
Access Needed: SFASRPO

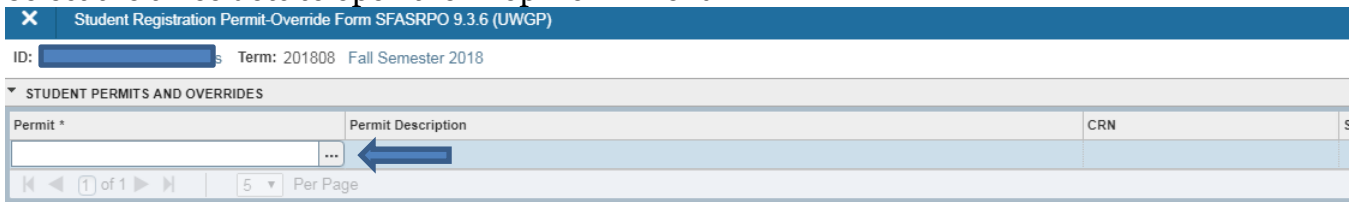**Entering the Override into Banner:**

In Banner, type **SFASRPO** in Search Field. Press Enter.

Enter Student's 917 # and Term. Press Go or Alt + Page Down key.

Select the three dots to open the Drop Down menu

The override code selection box will open. Select the appropriate override code and click okay.

Enter the CRN of the course.

Press F10 to save. Press Arrow down or F6 to insert a new row and repeat steps 3-6, or Ctrl + Q to exit.

Removing or changing the Override in Banner:

If you accidentally entered the wrong type of override or wrong CRN. Simply select the correct override code or type in the correct CRN and press F10 to save.

If you need to remove the override in Banner, highlight the override to be removed. This should only be done if you placed the override.

Select the delete button or Shift F6 to remove the override and F10 to save your changes.