

Log in to the Banner system using your UTRGV credentials:

https://mysis.utrgv.edu/

The University o	f Texas Rio Grande Valley
Online	e Services Login
Sign in with your UTRGV account	By pressing the Sign in button, you agree to:
L @utrgv.edu	 > Use the system and data only for official University transactions. > Never share your password or access.
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Login	 Brownsville: (956) 882-HELP (4357) Edinburg: (956) 665-2020
Can't access your account? To protect your personal information, please close ALL open browser windows when you sign out.	Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

On the Welcome page, type in SFASRPO, then press enter:



In SFASRPO, enter the student ID number and Term code, then click Go:

🗙 🕜 ellucian	Student Registration Permit-Or rride SFASRPO 9.3.23 (PROD)	•	2	å	*
ID:	Term: 202230			Go	
Test System, User M.					
Get Started: Complet	e the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, a	nd then	press	ENTER.	

Click on the search button with the three dots to get a list of available overrides:

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Select the appropriate override then click OK. (Note: When unsure which override to select, ask the student to provide you a snapshot of the registration error they are receiving in their attempt to register):

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				DEPARTMENT	Permission of	Instructor					
				DUPLICATE	Allow in repea	table sp topic					
				MAJOR	Field of Study	Override					
				PREREQ	Prerequisite C	Verride					
				PROGRAM	Program Over	ride					
				SP	Special Appro	val					
				TIMECON	Time Conflict	Override					
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Once the Permit code is added/selected, enter the class CRN number if the student is restricted to a particular class section, then click the Save button:

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If the student is NOT restricted to a particular class section, do not enter a CRN number. Instead, enter the course subject and course number. Click the Save button:

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If you do not have access to process class overrides in your department, you may request access through the *UTRGV Support Center* application in <u>my.utrgv.edu</u>:

The University of Texas Rio Grande Valley	Q Search the client p Q	▲ (10.000) (10.000)							
Home Information Technology University Police Projects/Workspaces	Services Knowledge Base								
Project Requests Ticket Requests My Favorites My Recent My Appro	wals Services A-Z Search								
Service Catalog / Information Technology / Information Security / Identity and Acce	ss Management / Get Access!								
Get Access! © Request Access									
Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.	< Share								
Instructions for requesting University resources:									
Select the "Category" and the "Resource" you would like to request.	🖈 Add to Fa	vorites							
Type in the description section the access you are requesting									
Select "Request"	Details								