

## **PROCESS I**

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# Generating Permission Numbers

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**Step by Step Guide**

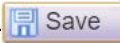

# Generating Permission Numbers

*Class Permission numbers are associated with a class and can be given to a student by an instructor or department administrator. A student who uses one of these numbers will be enrolled in the class as long as the student does not violate overall student limitation rules such as maximum number of units. A class permission number can override four things:*

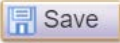


See the Class Permission Numbers page as you wish to

Note: the ExpirationDate determines how long the permission number will be valid. The default ExpirationDate is linked to the term/session calendar and thus a different date will appear each quarter. Even though the system allow you to change the default ExpirationDate, the Registrar's office strongly encourages you NOT to change the date. However, if you must change the date, you can simply type in a new date in the expirationdate field provided. (For example, if you wanted the permission number(s) to expire the day after you distribute them, type that expiration date in the Default Date field.)

- To add permission numbers to the class, place your cursor in the Assign More Permission box and type in the number of permissions you want to add. (For example, type in 3.) Press the Generate button to invoke the permission number generation. Notice that three permission numbers are added to the bottom of your page. *If your course only has one section, skip to step # below.*
- Enter a number in the "Assign More Permissions" box equal to the number of permission numbers you wish to create and click the .
- To create permissions for additional sections of the same class, click on the show next row  icon, place your cursor in the Assign More Permission box, type in the number of permissions you want to add and press the Generate button. Continue to generate permission numbers for additional sections as necessary.

Note: Do not use the "Assign More Permissions" button to generate permission numbers for additional sections of the same class.

- Click the Save icon  on the lower left hand corner of your page to save your work as you generate permissions for each section. (Remember that once these numbers are saved, they cannot be deleted. We recommend that you only generate as many numbers as you need and encourage you to please be sure to keep your permission numbers in a safe place.)

The permission numbers can now be given out to students to enroll in classes through CAESAR- the

When you generate permission numbers for a particular class in the system, the report displays a list of the permission numbers. If you wish to print the report, click on the Print icon in the top right corner of the report.

To print a list of permission numbers generated for a particular class you can select File, Print from your browser menu. Or, you can run the Permission Numbers report in the BI Cognos tool. The path is SES Reporting > Student Reporting > Frequently Used Reports. If you have questions about using BI Cognos, please contact the [Northwestern IT Support Center](http://www.northwestern.edu/ses/staff/reporting/and-analyticssolution.html) call 847491-HELP. More information can be found on our reporting tool at <http://www.northwestern.edu/ses/staff/reporting/and-analyticssolution.html>

## Generating Student Specific Permission Numbers

You may want to assign permission numbers to specific students rather than generating a list of general permission numbers. In the following exercise you will create student specific permission numbers.

**Note:** If you wish to use the Student Specific Permission Numbers report, you will need to be logged in as an administrator.

Follow the navigation instructions provided below to create student specific permission numbers.

1. From your Administrator Home page, click on the

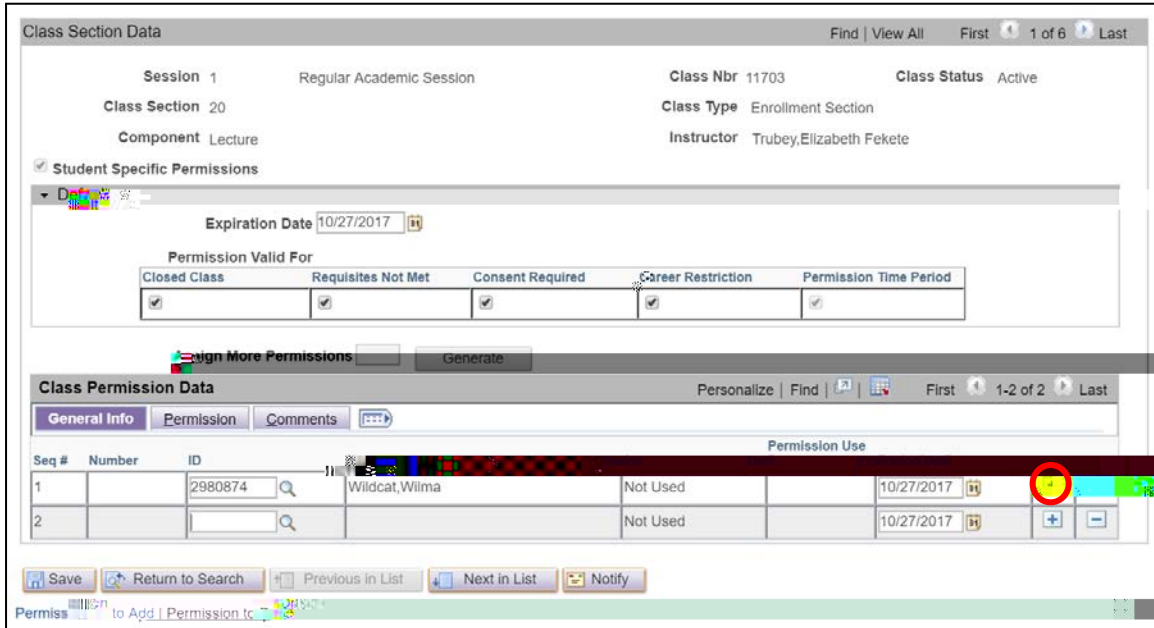
3.

4.

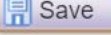
5. Pre  
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The screenshot shows a web application interface for managing class sections and permissions. The top section, 'Class Section Data', displays details for Session 1, Class Section 20, Component Lecture, Class Nbr 11703, Class Status Active, Class Type Enrollment Section, and Instructor Trubey, Elizabeth Fekete. Below this is a 'Student Specific Permissions' section with an 'Expiration Date' of 10/27/2017 and a table for 'Permission Valid For' with columns: Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period. The bottom section, 'Class Permission Data', has tabs for 'General Info', 'Permission', and 'Comments'. It contains a table with columns: Seq #, Number, ID, Name, Permission Use, and Expiration Date. The first row shows Seq # 1, ID 2980874, Name Wildcat, Wilma, Permission Use Not Used, and Expiration Date 10/27/2017. A red circle highlights a plus icon in the right margin of the first row. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

6. Click **Save**  at the bottom of the page to save your work.