Directions to Enter Overrides in Self-Service

1. Go to [www.hartford.edu](http://www.hartford.edu) and select Self-Service on the top right icon of the webpage
2. Enter your university ID and Pin.

**Secure Login**

Enter your **University ID** and **PIN/Password** in the boxes below and then click the Login button.

To reset your PIN/Password, enter your UoH ID#, then click the **Forgot PIN?** button.

If you are alumni and do not recall your current PIN/Password, please CLICK HERE for a temporary PIN.

**Please note: The PIN/Password is case-sensitive.**

Your account will be disabled after **FOUR** unsuccessful attempts.

If you are faculty, staff, or a student and require assistance, please call the Help Desk at x5907 or (860)768-5907.

If you are a member of the Hartt Community Division, please contact 860-768-4451, or email hartcomm@hartford.edu.

**RELEASE: 8.5.2**

© 2016 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.
3. Click on Faculty Main Menu
4. Select Registration Overrides on the Faculty & Advisors Main Menu
5. Select Term and Submit

Select the Term for processing then press the Submit Term button.

Select a Term: Fall Term 2016

Submit

RELEASE: 8.5.4.3

© 2016 Ellucian Company L.P. and its affiliates.
6. Select a Student or Enter Student ID Directly (you may only have the second screen shot to Enter Student ID Directly)
* If you do not have any advisees Enter Student ID Directly*
7. Click on Submit ID
8. Select Registration override “i.e. Prerequisite”
9. Select Course for the prerequisite override and Submit

There are no current overrides for the selected student and term.

Current Student Schedule

Click Here for a Printable Schedule (Available only from on-campus).

Note: Schedules may not be fully updated for up to 12 hours after registration of last course.
10. To Confirm Override(s) Click Submit

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number Section Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40145 AC 320 001 Leonardo DiCaprio</td>
<td>03/21/2016</td>
<td></td>
</tr>
</tbody>
</table>

Submit
11. Once successfully submitted the message below will show. To register students in the course(s) that have been entered using the override, go to Registration Add/Drop on the Faculty & Advisors Main Menu. Students may also register themselves online if they have their Registration Pin.

(SEE BELOW)