Permit Quick Entry

Location(s):

  myNKU

Purpose: Perform this procedure when you need to grant permission for a student to attend a class. Permission can be given to students for one or more courses.

Permit Quick Entry – by clicking You Can Also within student record

1. Log into http://mynku.nku.edu using your NKU username and password.
2. Select the Academic Advising tab.
3. Click the Permit Quick Entry for the You Can Also box.
4. A new window will open displaying Permit Quick Entry.
5. Select the correct Academic Period from the drop down menu. The default is the current term.

6. Select the course box to enter a course number or search for a course using the match code button.
7. Select the section box to enter a section number or search for a section using the match code button.
8. Click Add to add comments to this permit. Comments are only seen within SAP GUI.
9. Continue adding additional permits or Save to complete.

**Note:** Click Append Row to add additional rows and Delete Row to delete a row after selecting it.
10. A confirmation message will appear.

Students with a permit for a course will find that course under the **Special Approval** tab on their Online Registration screen. Students can select the course and click **Add to Registration Cart** or **One-Click Registration**.

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**Permit Quick Entry – by clicking Permit Quick Entry from Services**

1. Log into [http://mynku.nku.edu](http://mynku.nku.edu) using your NKU username and password.
2. Select the Academic Advising tab.
3. Click the Permit Quick Entry located in the navigation menu under Services.
4. A new window will open displaying Permit Quick Entry.
5. Select the correct Academic Period from the drop down menu. The default is the current term.

6. Type the Student ID number in the Student ID field or click the match code button to search by student name.

**Note:** Provide as much of the name as possible when searching to narrow down the search (up to 15 characters).
7. Select the course box to enter a course number or search for a course using the match code button.
8. Select the section box to enter a section number or search for a section using the match code button.
9. Click Add to add comments to this permit. Comments are only seen within SAP GUI.
10. Continue adding additional permits or Save to complete.

**Note:** Click Append Row to add additional rows and Delete Row to delete a row after selecting it.

11. A confirmation message will appear.

Students with a permit for a course will find that course under the **Special Approval** tab on their Online Registration screen. Students can select the course and click **Add to Registration Cart** or **One-Click Registration**.