Issuing Permission Numbers (for instructors)

Issuing permission numbers (as opposed to Student-Specific Permissions) requires additional set up by your department's schedule builder. Student-Specific Permissions are the default setting in PAWS and is the recommended method of granting permission in PAWS, since there is a clear audit trail, and it requires less effort by the student while registering. Once the permission number setting is changed, and at least one student is enrolled, you will be able to view permission numbers via the class roster.

1. From your class roster (PAWS Navigation: Main Menu > Self Service > Faculty Center > Class Roster), click on the "Access Class Permission" link at the top of the page:

   ![Class Roster Screenshot]

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2. If no permission numbers have already been generated, choose the permission override(s) you wish to grant the students (the most commonly used are Closed Class, Requisites Not Met and Consent Required). Use the checkboxes at the top of the screen to apply to all permissions generated (you'll see that the checkboxes on the roster will appear after you check the box at the top), and use the ones in the 'Permissions' tab for individual students:
3. Enter the number of permission numbers you wish to generate in the 'Assign More Permissions' box, and then click 'Generate':
4. Check the box in the 'Issued' column as you distribute them to students, so you do not accidentally give the same number to two different students. The permission number is good for one use only:

As the students use the numbers to register, you will see names appear on the permissions roster, and the status will change from "Not Used" to "Used"

**Questions?** Contact your department schedule builder