Assigning Class Permission Numbers

To manually add permission numbers to a class,

1. Go to Manage Student Records > Establish Courses > Use > Class Permission Numbers.

2. Choose the Academic Career of the class (below).

3. Type (or look up) the
   - Term
   - Subject area (below)
4. Click **Search**, and you’ll see the **Class Permission Numbers** page.

5. Type the number of permission numbers you’d like to add to the class (below).

   **Class Permission Numbers**

   - **Course ID:** ENGL 601
   - **Course Offering Nbr:** 1
   - **Academic Institution:** University of North Texas
   - **Term:** 2004 Fall
   - **Subject Area:** ENGL
   - **Catalog Nbr:** 6980
   - **Class Type:** Experimental Class
   - **Class Status:** Active
   - **Regular Academic Session:** Check box
   - **Student Specific Permissions:** Check box

6. Press the tab key on your keyboard, and EIS will generate a list of permission numbers at the bottom of the page.

7. Click **Save**, and you will have added permission numbers for that class.

8. Press the arrow on the blue status bar.

9. Repeat steps 5-7 to add more permission numbers.