Instructions for Issuing Virtual Labels

Log on to
http://portal.adams.edu
Once you have logged in, click on “School Services”.
Next, click on “Faculty Services”

You may have to scroll down to see this menu item.
Now, click on “Registration Overrides”. You may have to scroll down here too.
Now, select and submit the appropriate term.
Now, enter the student’s ID number or fill in the student’s name and “submit”.

ID Selection Term: Fall Semester 2003

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student/Advisee ID: [Field]

OR

Student/Advisee Query

Last Name: [Field]
First Name: [Field]
Search Type: [Options]

Submit  Reset
Verify that this is the correct student

The name of the person you selected is Maria B. Maestas

Please press the OK button if this is correct. If this is incorrect, select the ID Selection link to try again.

then click on “OK”.
Select the type of override and the course you are overriding from the drop down menus. Please note that a “Special Permission” label will override prerequisites, closed classes and instructor permission errors (recommended).
Submit changes.

Now, the student may log on to Portal and register him/herself or you may register the student yourself by returning to the “Faculty and Advisor Menu”, selecting “Registration Add/Drop”, and entering CRN numbers or performing a class search.

Please contact our office, (719) 587-7322, should you have any questions.

Thanks,
M. Belén Maestas,
Registrar