Generate Permission Numbers

Generate Permission Numbers – Batch

1. **Academic Institution**: The system defaults in the Institution.

2. **Term**: Enter term permission numbers to be generated for.

3. **Subject Area**: Select to narrow the permission numbers that will be generated.

4. **Percent of Enrollment Capacity**: Enter the percent of enrollment capacity that should be used to determine how many permission numbers to generate.

5. **Minimum of Permission Assign**: Enter the minimum number of permission numbers to generate

6. **Commit Frequency**: Enter how often data should be save to the database

7. **Permission Expire Date**: Enter date permission numbers should expire

8. Click the **Run** button when run control is complete.

9. Click the **OK** button to run the process

Per Dan, the business process for permission numbers will be as follows: Students should be advised to contact either their program office, the Advising Center, or the Credential Office in the case of the Credential program for information about permission numbers. The permission numbers themselves can be delivered to the Dean's office for distribution to the appropriate persons.
Generate Permission Numbers – View Numbers or Generate for an Individual Class

1. **Default Date:** The system defaults today’s date. This is the expire date.

2. **Student Specific Permissions:** Select this checkbox if you want to assign a specific number to a specific student. You will be required to enter a student’s ID for each permission number generated.

3. **Assign More Permission:** Enter additional term permission numbers to be generated. Tab out of this field and the numbers are created.