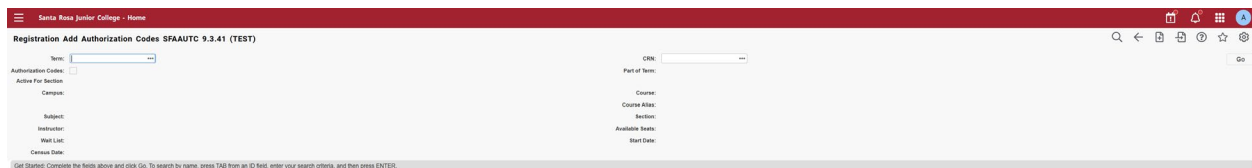


# Authorization Codes in Banner

## Setting up Authorization Codes

**SFAAUTC (Registration Add Authorization Codes)** is used to create authorization codes for faculty to provide to students to use during registration when an authorization code is required.

- The ability to assign students authorization codes before registration begins is possible.
- Assigning codes early allows students to bypass the need to enter an authorization code to register.

A screenshot of the Banner SFAAUTC form interface. The title bar reads "Santa Rosa Junior College - Home" and "Registration Add Authorization Codes SFAAUTC 9.3.41 (TEST)". The form includes fields for "Name:", "CRN:", "Authorization Code:", "Part of Term:", "Active For Section:", "Course:", "Campus:", "Course Alias:", "Subject:", "Section:", "Instructor:", "Available Seats:", "Web Link:", and "Start Date:". A "Go" button is located at the bottom right. A small instruction at the bottom left reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

## SFAAUTC Manual Entry Steps

1. Enter **SFAAUTC** in the Banner Search Card.
2. Click the **Enter Key** or click directly on the Form Name to move to the desired form.
3. Enter the desired **Term Code** in the Term field.
4. Click **Go**.
5. Enter the **Term Code** associated with the section you want to define or display.
6. Enter the **CRN** in the CRN field of the desired course.
  - **Course:** Display only; shows the course number associated with the CRN.
  - **Course Alias:** Display only; shows the course alias number associated with the CRN.
7. Click on **Generate Next Random Authorization Code** to generate the number of codes indicated in the "Number of Random Authorization Codes to Create" field.
  - **Authorization Code:** A randomly generated six-character, alpha-numeric code.
  - **Code Active:** Should be checked when the authorization code is active.
  - **Student ID/Name:** The ID and name of the student assigned to the code.
  - **First Assigned Date:** Populated after a student has been assigned an authorization code.

8. **SAVE** updates/changes.

9. **Exit** the form.

### SFPAUTG (Authorization Code Generator)

This process creates Authorization Codes within Banner automatically.

1. Enter **SFPAUTG** in the Banner Search Card.
2. Click the **Enter Key** or click directly on the Form Name.
3. Enter **DATABASE** in the Printer Field.
4. Use **ALT + PgDn (Next Block)**, use arrows, or click directly into the **Parameter Values Block**.
5. Enter Parameter Values as follows:

Parameter Number	Parameter Description	Value	Comments
01	Term	<b>UPDATE</b>	Enter Desired Term
02	Authorization codes per CRN	<b>UPDATE</b>	Through 100
03	Campus		
04	CRN		
05	Part of Term		

Parameter Number	Parameter Description	Value	Comments
06	Open learning CRNs		LEAVE BLANK

6. **SAVE** updates/changes.

7. **Exit** the form.

Process Submission Controls GJAPCTL 9.3.37.1 (TEST)

Process: SFPAUTO Authorization Code Generator Parameter Set:

**PRINTER CONTROL**

Printer: DATABASE  
Special Print:   
Lines: 55

Submit Time:   
MIME Type: Plain Text  
PDF Font:

PDF Font Size:   
Delete After Days: 180  
Delete After Date: 09/29/2026

**PARAMETER VALUES**

Number *	Parameters	Values
01	Term	202570
02	Authorization codes per CRN	50
03	Campus	
04	CRN	
05	Part of Term	
06	Open learning CRNs	

1 of 1 Page: 10  
Record 5 of 6

LENGTH 3 TYPE: Character CRN: Optional M/S: Single  
Enter Part of Term (if not null, Open Learning CRNs must be null).

**SUBMISSION**

Save Parameter Set as

Name:  Description:

Hold / Submit  Hold  Submit

## Registration

### Student Registration (Self-Service)

If an Add Auth code is required for a CRN, a pop-up box will appear during registration asking the student to enter the code.

### Administrative Registration (SFAREGS)

- If an Add Auth code is required for a CRN during registration in **SFAREGS**, a pop-up box will appear if the class is in the add auth period.