



Faculty User Defaults

Purpose: This guide will walk you through the process to have certain fields default automatically based on your user ID. Items can be changed at any point in time, therefore the term can be changed to reflect the current term when applicable. REMEMBER: These defaults are not for you personally, they are defaults for the search fields within Student Records.

Set Up SACR > User Defaults

User Defaults 1

User ID: FACSELF Name: Einstein, Alfred

Academic Institution: CSU Stanislaus

Career Group SetID: CSU Stanislaus

Facility Group SetID: CSU Stanislaus

Academic Career: Undergraduate

Academic Group:

Subject Area:

Term: 2008 Fall

Academic Program:

Academic Plan:

Academic Sub-Plan:

1. Enter the Academic Institution; STCMP
 2. Enter the Career Group SetID; STCMP
 3. Enter the Facility Group SetID; STCMP
 4. Enter the Academic Career; UGRD=Undergraduate PBAC=Post Bacclaurate EXED=Extended Education
 5. Enter the Term; i.e. 2084
 6. Enter the Academic Program; UBAC
- Note: The Academic Plan and Sub-Plan are only applicable if an Academic Program is selected.
7. Enter the Academic Plan
 8. Enter the Academic Sub-Plan
 9. Click the Save button