



## 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 Records.

Main Menu > Set Up SACR > User Defaults		
Academic Institution:	<input type="text" value="STCMP"/>	CSU Stanislaus
Career Group SetID:	<input type="text" value="STCMP"/>	CSU Stanislaus
Facility Group SetID:	<input type="text" value="STCMP"/>	CSU Stanislaus
Academic Career:	<input type="text" value="UGRD"/>	Undergraduate
Academic Group:	<input type="text" value="ALL99"/>	All University
Subject Area:	<input type="text"/>	
Term:	<input type="text" value="2144"/>	2014 Fall
Academic Program:	<input type="text" value="UBAC"/>	Undergraduate Degree Seeking
Academic Plan:	<input type="text"/>	
Academic Sub-Plan:	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Notify"/>		
<ol style="list-style-type: none"> <li>1. Enter the Academic Institution; STCMP</li> <li>2. Enter the Career Group SetID; STCMP</li> <li>3. Enter the Facility Group SetID; STCMP</li> <li>4. Enter the Academic Career; UGRD=Undergraduate PBAC=Post Baccalaureate EXED=Extended Education</li> <li>5. Enter the Academic Group; choose from the lookup menu</li> <li>6. Enter the subject area; this would be the subject area that is used most often</li> <li>7. Enter the Term; use the current term</li> <li>8. Enter the Academic Program</li> </ol> <p>Note: The Academic Plan and Sub-Plan are only applicable if an Academic Program is selected.</p> <ol style="list-style-type: none"> <li>9. Enter the Academic Plan</li> <li>10. Enter the Academic Sub-Plan</li> <li>11. Click the Save button</li> </ol>		