User Defaults

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

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
5. Enter the Term; 2084
6. Enter the Academic Program; UBAC
7. Click on the User Defaults 2 tab
8. Enter the SetID; STCMP
9. Enter the Aid Year; 2009
10. Enter the Business Unit; STCMP
11. Enter the Application Center; MAIN
12. Enter the Campus; MAIN
13. Click on the User Defaults 3 tab
14. No changes should be made on this page.

15. Click on the User Defaults 4 tab

16. No changes should be made on this page.

17. Click on the Enrollment Override Defaults tab

18. No changes should be made on this page.

19. Click on the Communication Speed Keys tab
20. No changes should be made on this page.

21. Click on the User 3C Groups Summary tab

22. No changes should be made on this page.