

Setting User Defaults-011308

1.	Navigate: Set Up SACR > User Defaults.
2.	Enter your Institution in the Academic Institution field.
3.	The first three fields are automatically populated. Click the Look up Academic Career button.
4.	All careers defined for this institution are displayed. Select an entry.
5.	If you want to populate the Academic Group and Subject Area fields, you may. If you will be entering a lot of data for a certain term, it is useful to fill in the Term field.
6.	Click the User Defaults 2 tab.
7.	Fill in the SetID with your Institution code. FA staff will find it useful to fill in the Aid Year field.
8.	Financial staff may want to fill in the Business Unit field.
9.	Anyone entering applications should fill in the Application Center and Recruiting Center fields.
10.	Click the User Defaults 3 tab.
11.	The fields on this page might be useful for someone entering applications, or someone entering transcript data.
12.	Click the User Defaults 4 tab. On this page, everyone should make sure that the Carry ID box is checked.
13.	Click the Enrollment Override Defaults tab. Enrollment Access is part of the staff member's security set up. This applies to staff handling enrollments. This page tells the staff member what Enrollment Access ID has been set for him/her. The Overrides are used to turn off certain kinds of enrollment checking when the staff member enrolls a student. It is not likely that these defaults will be useful.
14.	Click the Show following tabs button to display the remaining tabs.
15.	Click the Communication Speed Keys tab. This page is used to specify which Communication Speed Keys the staff member can use. The settings on this page are not used for data entry; instead they control 3Cs processing by the staff.
16.	Click the User 3C Groups Summary tab. This page is part of the staff member's security set up. The 3Cs Operator Group determines what communications, checklists and comments the staff member can manage.
17.	Click the Save button.
18.	End of Procedure.