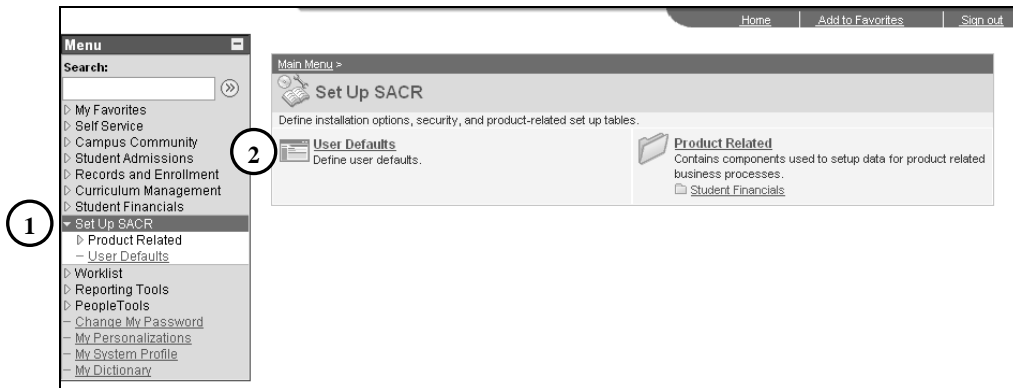


# Setting User Defaults Cheat Sheet

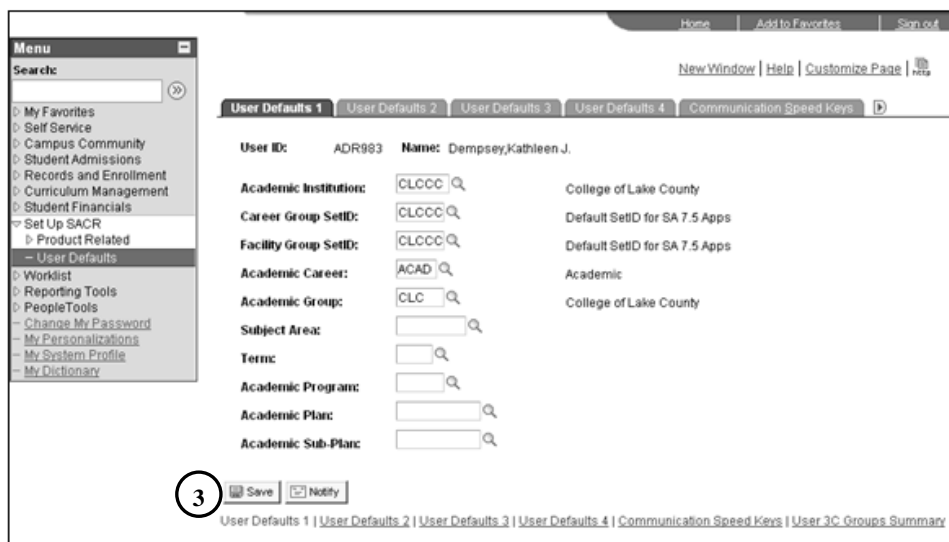
After the upgrade to PeopleSoft 9, you will want to review your user default settings to be certain they match those you had in PeopleSoft 8. User default settings help you to work quicker and more efficiently, because they reduce the amount of repetitive data entry you have to do.

**To check (and change, if necessary) your user default settings, do the following:**

1. Click **Set Up SACR** from the Home Page Menu.
2. Click **User Defaults** page.



The User Defaults page appears and the User Defaults 1 tab is active.



3. Review the user defaults in place on User Defaults 1 page. Recommended set-ups are shown above. Reset as needed. Click **Save** to keep the changes you've made.

**Note:** Term set-up is optional. If you use it, it needs to be updated regularly.

## Setting User Defaults Cheat Sheet (continued)

- Click on **User Defaults 2** tab. Review the defaults on that page and reset as needed. Recommended setups are shown below.
- Click **Save** to keep the changes you've made.

4

User ID: ADR983 Name: Dempsey, Kathleen J.

SetID: CLCCC Default SetID for SA 7.5 Apps

Aid Year: [ ]

Business Unit: CLCCC College of Lake County

Application Center: [ ]

Recruiting Center: [ ]

Cashier's Office: [ ]

Department: [ ]

Admit Type: NEW New Beginning Freshman

Campus: CLC College of Lake County

Institution Set: CLCCC Credit Card by Web

5 Save Notify

- Click on **User Defaults 3** tab. Review the defaults on that page and reset as needed. Recommended setups are shown below.
- Click **Save** to keep the changes you've made.

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User ID: ADR983 Name: Dempsey, Kathleen J.

Academic Level: [ ]

Application Method: Hard Copy

Last School Attended: [ ]

Graduation Date: [ ]

Housing Interest: [ ]

Financial Aid Interest

**External Acad Data Defaults**

Transcript Type: [ ]

Transcript Rcvd Data Source: [ ]

Transcript Rcvd Medium: [ ]

7 Save Notify

## Setting User Defaults Cheat Sheet (continued)

- Click on **User Defaults 4 tab**. Review the defaults on that page and reset as needed. Recommended set-ups are shown below.
- Click **Save** to keep the changes you've made.

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User Defaults 1   User Defaults 2   User Defaults 3   **User Defaults 4**   Communication Speed Keys

**User ID:**    ADR983    Dempsey, Kathleen J.

**Carry ID**

---

**Output Destination:**     ▾

**Transcript Type:**     🔍    Unofficial Transcript

**Flexible Transcript Type:**     🔍

**Advisement Report Type**     🔍

**SEVIS Default**

**School Code:**     🔍

**Program Number:**     🔍

**Printer Name:**        [Explain](#)

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