How to set your User Defaults so that the chosen fields are always pre-populated

Navigation: Set Up SACR > User Defaults

User Defaults 1 User D	efaults 2 User Defaults 3	User Defaults 4	Communication <u>S</u> peed Keys	D
User ID: SLB	Name: Blake,Susan L			
Academic Institution:	QUNIV	Queen's University		
Career Group SetID:	QUNIV Q	Queen's University		
Facility Group SetID:	QUNIV	Queen's University		
Academic Career:	UGRD Q	Undergraduate		
Academic Group:	Q			
Subject Area:	Q			
Term:	2119 🔍	2011 Fall		
Academic Program:	Q			
Academic Plan:	Q			
Academic Sub-Plan:	Q			
■ Save ► Notify				

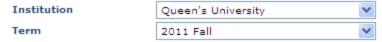
User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Communication Speed Keys | User 3C Groups Summary

- Your PeopleSoft User ID appears at the top of the page. This is the ID you need to send to the OUR any time you need to request an access change.
- On the User Defaults 1 page, enter or use the magnifying glass to select the fields that you wish to be pre-populated every time you access a page containing any of these fields. You will still be able to select different values on the page, but setting the default means that the field will automatically be populated with the specified value.
- Select Save.
- If any of these values change (i.e. for subsequent terms), you will need to return to this page to update the value(s) and Save.

Now when you search for classes, the specified term value will be displayed.

Search for Classes

Enter Search Criteria



Select at least 2 search criteria. Click Search to view your search results.



CLEAR CRITERIA

SEARCH