




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 Defaults 2 | User Defaults 3 | User Defaults 4 | Communication Speed Keys | 


User ID: SLB Name: Blake,Susan L


Academic Institution:  Queen's University


Career Group SetID:  Queen's University


Facility Group SetID:  Queen's University


Academic Career:  Undergraduate


Academic Group: 



Subject Area: 

Term:  2011 Fall

Academic Program: 

Academic Plan: 

Academic Sub-Plan: 

 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

| | | |
|-------------|--------------------|---|
| Institution | Queen's University | ▼ |
| Term | 2011 Fall | ▼ |

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

| Class Search Criteria | |
|---|---------------------------------|
| Course Subject | <input type="text"/> |
| Course Number | is exactly <input type="text"/> |
| Course Career | Undergraduate |
| Campus | Main |
| Mode of Instruction | <input type="text"/> |
| <input checked="" type="checkbox"/> Show Open Classes Only | |
| <input type="checkbox"/> Show Open Entry/Exit Classes Only | |
| Use Additional Search Criteria to narrow your search results. | |
| ▶ Additional Search Criteria | |

CLEAR CRITERIA

SEARCH