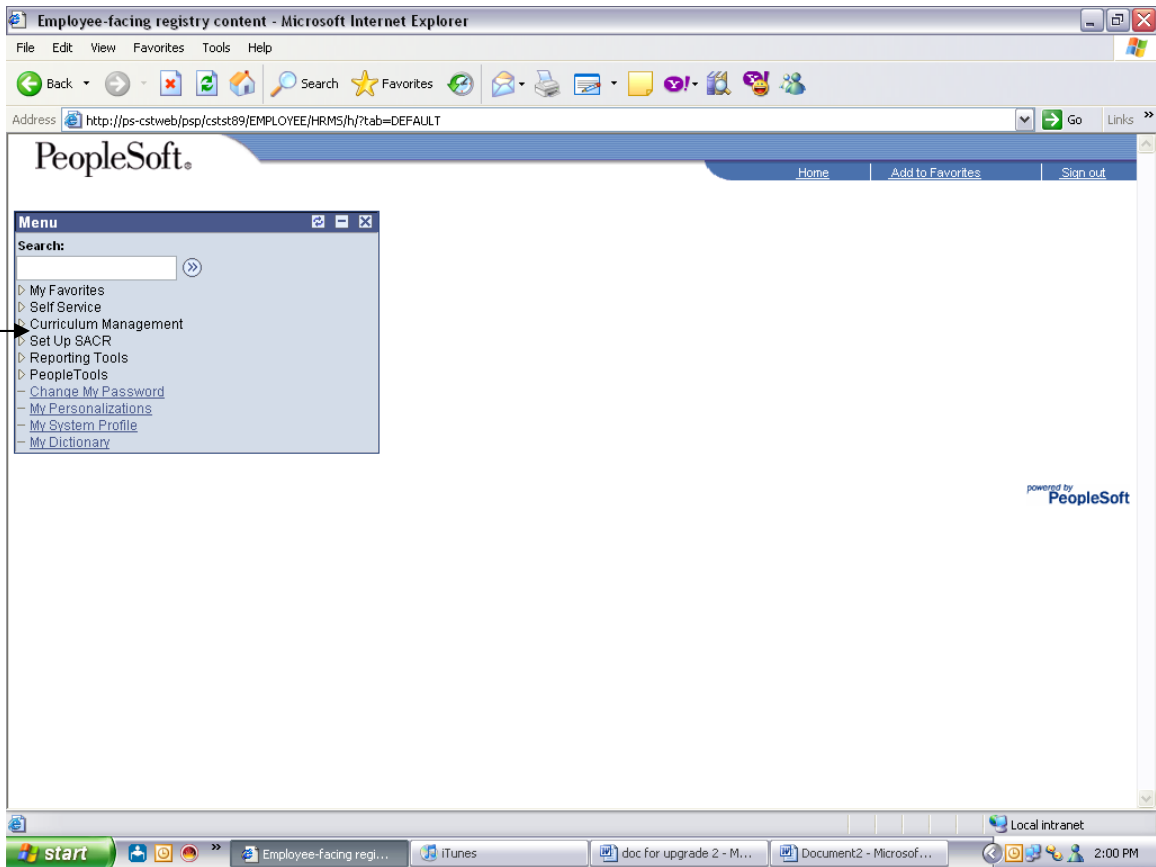
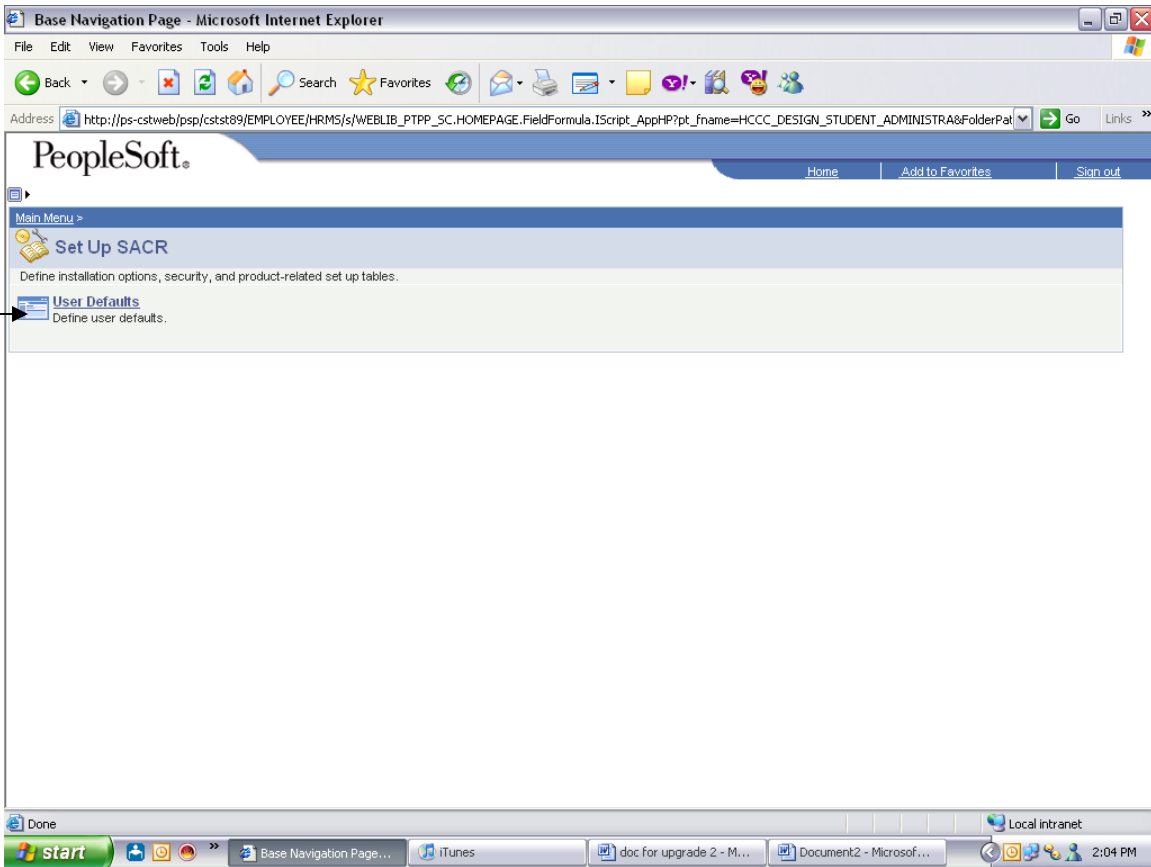


SPECIFYING USER DEFAULTS

Click "Set up SACR"



Click "User Defaults"

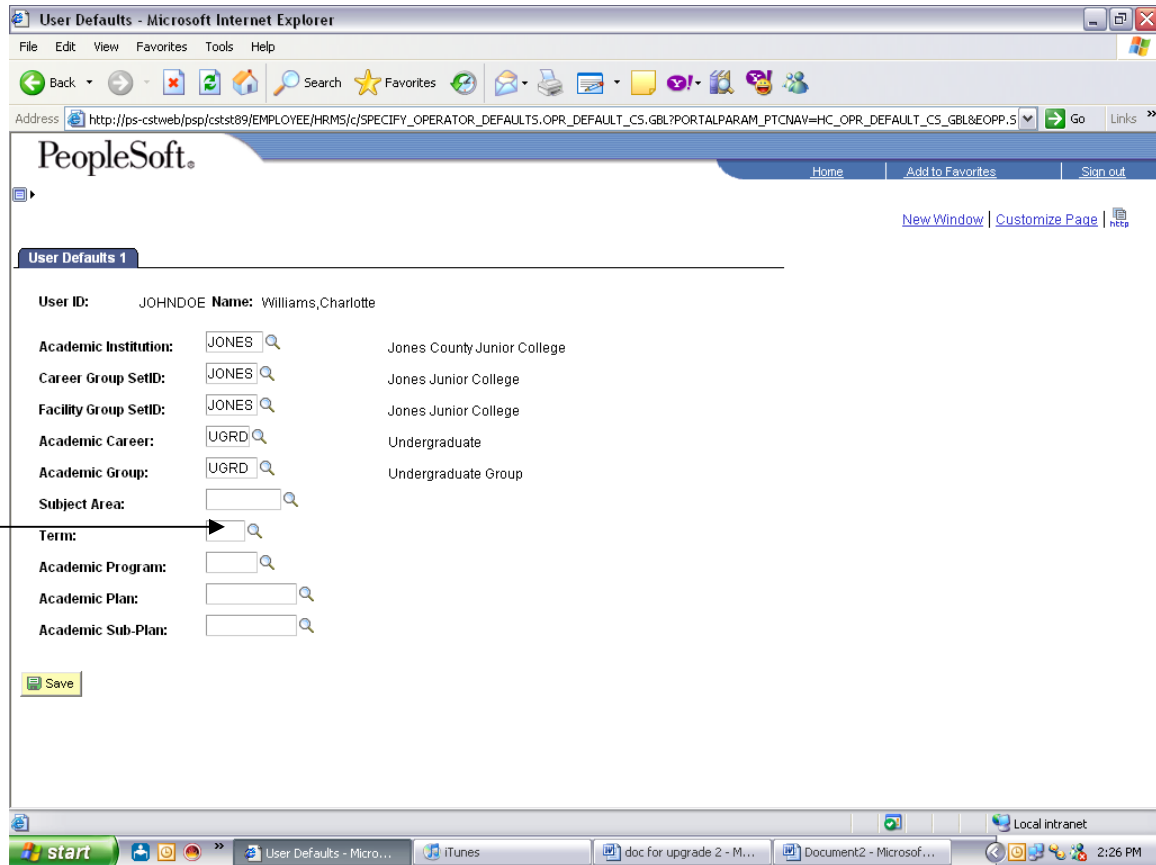


In the “Career Group SetID:” field, type “JONES”

In the “Facility Group SetID:” field, type “JONES”

In the “Academic Career” field, type “UGRD”

In the “Academic Group” field, type “UGRD”



Click on the magnifying glass in the “Term:” field.

A list of “Term Values” will appear.

PeopleSoft. Home Add to Favorites Sign out

Look Up Term

Academic Institution: JONES
Academic Career: UGRD
Term: begins with
Description: begins with
Short Description: begins with
Term Begin Date: =

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-100 of 197 Last

Term	Description	Short Description	Term Begin Date
3091	Fall 2008	Fall 2008	08/14/2008
3085	Summer 2008	Sum 2008	05/26/2008
3083	Spring 2008	Spr 2008	01/07/2008
3081	Fall 2007	Fall 2007	08/15/2007
3075	Summer 2007	Sum 2007	05/28/2007
3073	Spring 2007	Spr 2007	01/08/2007
3071	Fall 2006	Fall 2006	08/16/2006
3065	Summer 2006	Sum 2006	05/29/2006
3063	Spring 2006	Spr 2006	01/09/2006
3061	Fall 2005	Fall 2005	08/17/2005
3055	Summer 2005	Sum 2005	05/30/2005

For Fall 2007, select the term 3081.

The following screen appears:

User Defaults 1

User ID: JOHNDOE Name: Williams, Charlotte

Academic Institution: JONES Jones County Junior College

Career Group SetID: JONES Jones Junior College

Facility Group SetID: JONES Jones Junior College

Academic Career: UGRD Undergraduate

Academic Group: UGRD Undergraduate Group

Subject Area: [empty]

Term: 3081 Fall 2007

Academic Program: [empty]

Academic Plan: [empty]

Academic Sub-Plan: [empty]

Save

Click "Save."

The term that you have entered will now automatically default in on each screen you access. *You will have to follow this same process each semester in order for the current term to default in.*

