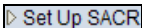










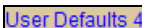
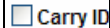




Administration: Setting User Defaults

1.	From the main menu, click the Set Up SACR link. 
2.	Click the User Defaults link.
3.	The User Defaults 1 tab appears. The Academic Institution is already set to CASE1 . Click the Look up Career Group SetID button. 
4.	Select the CASE1 item. 
5.	Click the Look up Facility Group SetID button. 
6.	Select the CASE1 item. 
7.	If you tend to work with students or curriculum in one Academic Career, click the Look up Academic Career button. 
8.	Select the Academic Career that you use the most.
9.	If you tend to work with a specific program, such as Undergraduate Studies or the Cleveland Institute of Music, click the Look up Academic Group button. 
10.	Select the Academic Group that you use the most from the list.
11.	If you tend to work with curriculum in one subject area, click the Look up Subject Area button. 
12.	Select the subject area that you use the most from the list.
13.	Click the Look up Term button. 
14.	Select the term that you view or work with most often at the present time. You can come back and update this later as time progresses. For example, select Fall 2008. 
15.	If you tend to work with students of one Academic Program, click the Look up Academic Program button. 
16.	Select the Academic Program that you work with the most.
17.	Click the User Defaults 4 tab. 
18.	Click the Carry ID option. 

19.	If you run Advising Reports for students, click the Look up Advisement Report Type button. 
20.	Select the type of Advising Report that you most commonly request for students.
21.	Click the Save button. 
22.	This completes the process of selecting and setting User Defaults for Administrative users of SIS. End of Procedure.