
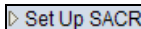






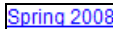

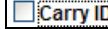



## Instructors and Advisors: Setting User Defaults

1.	When SIS opens, click the <b>Expand Menu</b> button to the left of the Faculty Center. 
2.	The main menu appears. Click the <b>Set Up SACR</b> link. 
3.	Click the <b>User Defaults</b> link.
4.	The User Defaults 1 tab appears. The Academic Institution is already set to <b>CASE1</b> because it is the only value applicable to that field.  Click the <b>Look up Career Group SetID</b> button. 
5.	Select the <b>CASE1</b> item. 
6.	Click the <b>Look up Facility Group SetID</b> button. 
7.	Select the <b>CASE1</b> item. 
8.	Click the <b>Look up Academic Career</b> button. 
9.	Select the Academic Career that you use the most.
10.	Click the <b>Look up Term</b> button. 
11.	Select the term that you view most often.  For example, if it is currently the Spring 2008 term, but the Faculty Center opens to the Fall 2008 term because students are enrolling in your upcoming classes, select Spring 2008 to make the Faculty Center open to that term automatically. 
12.	Click the <b>User Defaults 4</b> tab. 
13.	Click the <b>Carry ID</b> option. 
14.	Click the <b>Save</b> button. 
15.	This completes the process of selecting and setting User Defaults of use to Instructors and Advisors. <b>End of Procedure.</b>