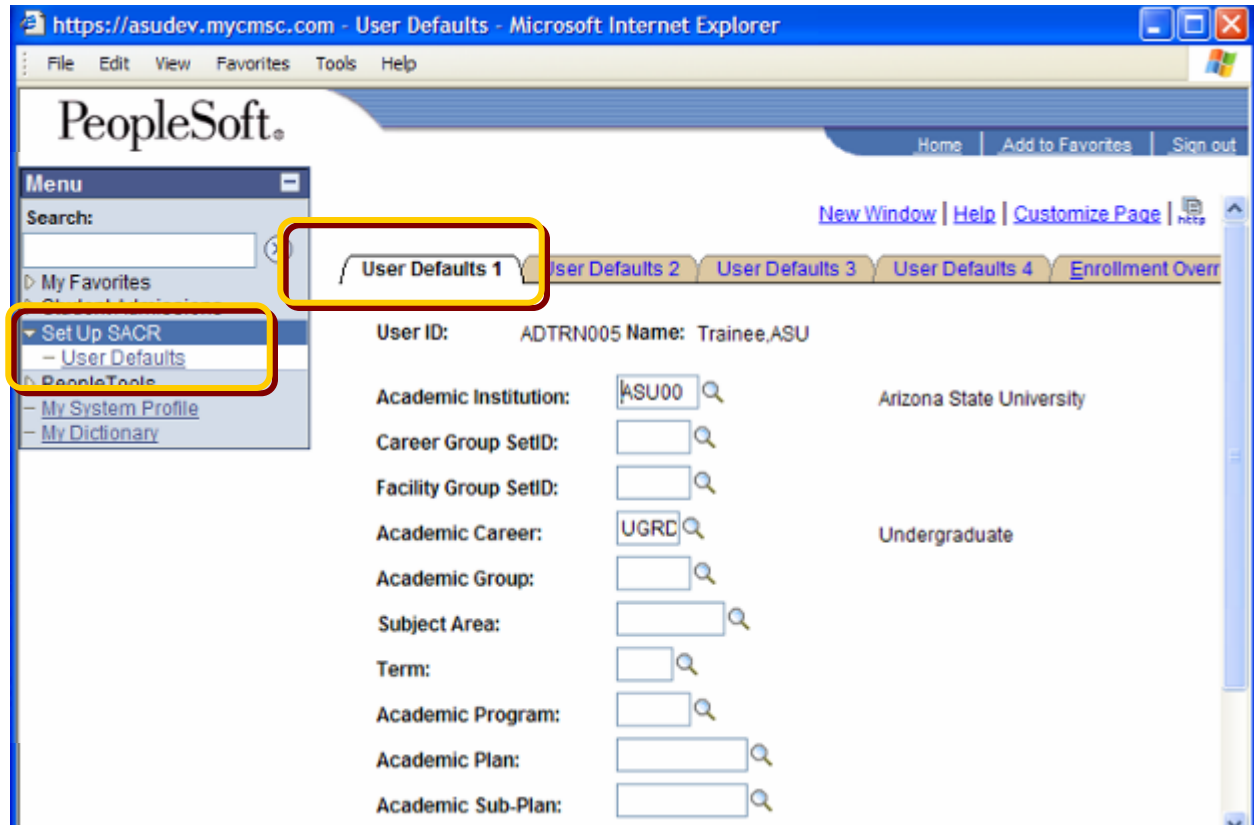


SET YOUR USER DEFAULTS

You can pre-set the values in commonly used fields so that when you see that field on a page, the value is pre-typed in. This does not lock the value in place. It's just like someone comes along and types in the value right before you see the page.

To navigate to this page: Home> Set Up SACR > User Defaults. Your screen should look like this:



Each Tab contains different fields. All the fields you are interested in are on the **User Defaults 1** tab. We suggest that you set the Academic Institution to ASU00, and set your Career, Group and Term to your commonly used values.

On the **User Defaults 4** tab, there is a checkbox for **Carry ID**. Clicking this box will remember the ID of the student you have searched for, and pre-type it into other pages as you navigate around the student services center.

