Specifying User Defaults

There are a few specific data entry fields for which most users will virtually always enter the same value. The system allows you to identify certain fields and set default values for them, known as User Defaults, so that whenever the system requests this data, it will be entered for you automatically.

There are two defaults that are recommended for end users to set up – **Institution** and **Carry ID**. When signing in to PeopleSoft for the first time you should setup your user defaults immediately. This assists with data entry.

1	From the Homepage, click ⊘ (upper right-hand side of the screen)
2	Click Navigator
3	Click **Set Up SACR**
4	Click **User Defaults**
5	In the **Academic Institution** box, type RIT01
6	In the **Career Group SetID** box, type RIT01
7	In the **Facility Group SetID** box, type RIT01
8	If you primarily work with UGRD or GRAD students (or enrollment) and would like to set the **Academic Career** – enter either UGRD or GRAD into the Academic Career field
9	In the **Term** box, enter the term (ex. 2195) that you would like Class Search to default to (*note – this field does not populate quick enroll but may aid in class search*)
10	Click on the **User Defaults 4** tab
11	Check the box that says **Carry ID**
12	Click **Save**