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~~10~~ EASY STEPS TO...

Change Default Data in Search Fields

1. Select "HR/Campus Solutions"
2. Select "Set Up SACR"
3. Select "User Defaults"
4. Select the "User Defaults 1" tab
5. Enter appropriate Search Criteria

NOTE: Only enter the fields listed below. Do not make changes to any other fields, as it may affect your access, permissions or security levels.

- a. Academic Institution – NYT01
- b. Academic Career – UGRD (Undergraduate)
- c. Subject Area – select area
- d. Term – select term

PLEASE NOTE: You may wish to change the "Term" default every semester

6. Select "Save"