CHAPTER 1

User Defaults
Setting User Defaults

To limit data entry, you may set up default values that are entered automatically into the appropriate fields. Defaults should be used whenever data is entered repeatedly. When a default appears in a field, you may use it as it appears or you may replace with a different value as needed. Since the user controls the defaults, they may be changed at any time.

To set user defaults, follow these steps:

1. From the Home page, select Set Up SACR.

2. Select User Defaults.

![Image of PeopleSoft interface showing steps to set user defaults]
3. Complete the **User Defaults 1** page as follows: *You should set user defaults only for fields where the data is not likely to change from one student to another.*

   - The **Academic Institution** will default as **KCTCS**. Do NOT change.
   - The **Career Group Set ID** and **Facility Group Set ID** should default to **KCTCS**. Change if necessary.
   - Enter **UGRD** for the **Academic Career**.
   - DO NOT set the **Academic Group** or the **Subject Area**.
   - A **Term** may be set. *You must enter an Academic Career before a Term may be selected.***
   - DO NOT set an **Academic Program**, **Academic Plan**, or an **Academic Sub-Plan**. *Entering an Academic Program and Academic Plan here will cause MAJOR problems in PeopleSoft’s processing of student records.*

4. Click on the **User Defaults 2** tab.
5. Complete the **User Defaults 2** page as follows:

- The **SetID** should default as **KCTCS**. Change if necessary.
- If you are working in the Financial Aid area, enter an **Aid Year**.
- Enter **KCTCS** as the **Business Unit**.
- If you are entering applications, you may set the **Application Center**. *An Academic Career must be set under the Opr Defaults 1 page before this option may be selected.*
- If you are working in the admissions area, you MUST set a **Recruiting Center**. This is critical to the Quick Admit processes. *An Academic Career must be set under the Opr Defaults 1 page before this option may be selected.*
- If you are taking in student payments, you may set the **Cashier’s Office**.
- Do NOT set the **Department** field.
- Do NOT set an **Admit Type**.
- Enter your campus code in the **Campus** field.
- Leave **Institution Set** blank.

6. Click on the **User Defaults 3** tab.

![User Defaults 3 Image](image-url)
7. Complete the User Defaults 3 page as follows:
   - Do NOT set an **Academic Level**.
   - The **Application Method** field should be set to **Hard Copy**.
   - **Last School Attended** may be used if you have a group of prospects/applications from one high school. Remember to remove the default after entering that group of the students.
   - If you are entering a group of students graduating from the same high school, you may enter a **Graduation Date**.
   - **Housing Interest** is not currently being used by KCTCS.
   - The **Financial Aid Interest** checkbox should NOT be checked.
   - Do NOT set any of the fields in the **External Acad Data Defaults** area.

8. Click on the **User Defaults 4** tab.
9. Complete the **User Defaults 4** page as follows:

   - Check the **Carry ID** check box if the option is not already checked. *This will allow PeopleSoft to copy an EmplID when moving from page to page.*

   - Select **Page** as the **Output Destination**.

   - If you normally print only one kind of transcript, enter a **Transcript Type**.

   - Do NOT enter any data in the **School Code** or a **Program Number** fields within the **SEVIS Default** area.

   - If you print financial aid award letters, student receipts or student transcripts from a PeopleSoft designated UNIX printer, you MUST enter **vdbux40:** followed by the printer name in the **Printer Name** field. *For example: the printer name is newtownbldg01, but it must be entered in the **Printer Name** field as vdbux40:newtownbldg01.*

10. Click on the **Enrollment Override Defaults** tab.

11. Complete the **Enrollment Override Defaults** page as follows:

   - **DO NOT** set any of the Overrides on this page. Doing so can result in serious errors while enrolling students. You will not receive the error messages that let you know when there is an issue with the enrollment that you are trying to process.

   - If you utilize the wait list functionality at your campus, you can check the **Wait List Okay** checkbox. This will allow you to place students on a wait list automatically without receiving the automated message each time.
12. Click the **Show Following Tabs** icon to display the remaining pages in the component.

13. Click the **Communication Speed Keys** tab.

14. Complete the **Communications Speed Keys** page as follows:

   - **The Academic Institution** field will default as **KCTCS**. Do NOT change.
   - If you work with any of the 3Cs processes, enter the appropriate **Administrative Function**. *If you work within more than one administrative area, you will need to insert a row and enter the Administrative Function for each additional area.*
   - Do NOT check the **No Default** checkbox.
   - Do NOT set any of the fields or check the checkboxes in the **Comm Key** area of the page.

15. Click the **User 3C Groups Summary** tab.
16. The data on the User 3C Group Summary page is informational only. You cannot set defaults on this page.

17. Once all data has been entered, click on the Save icon or press ALT + 1 and then the Enter key to save the data.

18. Click the Home link to return to the Home page.