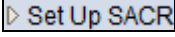






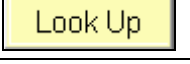
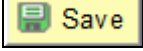


Set User Defaults

Step	Action
1.	Setting defaults are optional. The selected fields can be overridden on any page in the system if necessary.
2.	Click the Set Up SACR link. 
3.	Click the User Defaults link. 
4.	The first three fields: Academic Institution , Career Group SetID , and Facility Group ID will be populated with "SMETH" (for Southern Methodist University). Other fields that <u>may</u> be helpful to auto-fill are Academic Career, Academic Group, and Term. Having these fields auto-populate can be of value when working with enrollment, admissions and academic scheduling.
5.	Click the Look Up Academic Career icon. 
6.	Click the Look Up button. 
7.	Select an entry from the Academic Career search results.
8.	Click the Look Up Academic Group icon. 
9.	Click the Look Up button. 
10.	Select an entry from the Academic Group results.
11.	Click the Look Up Term icon. 
12.	Click the Look Up button. 
13.	Select an entry from the Term search results.
14.	Click the Save button. 
15.	End of Procedure.