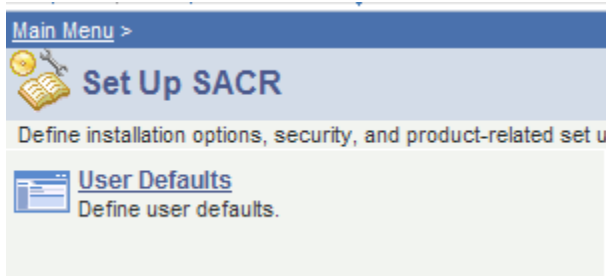


# Sis Basics: Setting User Defaults

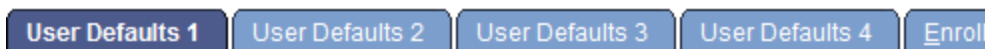
Overview: By setting user defaults, you will be able to enter data and complete searches more efficiently.

Navigation: MyNOVA>Set Up SACR>User Defaults

- Academic Advisement
- Contributor Relations
- Set Up HRMS
- [Set Up SACR](#)
- Worklist
- Tree Manager
- Reporting Tools



On this page you can enter values into the data fields that will automatically fill in parameters for you when you perform searches. After entering data into the text fields, be sure to click on the SAVE button at the bottom of the page.



User ID: 1193072 Name: Cavanagh Jr.,Arthur M

Academic Institution:	<input type="text" value="NV280"/>	Northern Virginia Comm Coll
Career Group SetID:	<input type="text" value="NV280"/>	Northern Virginia Comm Coll
Facility Group SetID:	<input type="text" value="NV280"/>	Northern Virginia Comm Coll
Academic Career:	<input type="text" value="CRED"/>	Credit
Academic Group:	<input type="text"/>	
Subject Area:	<input type="text"/>	
Term:	<input type="text" value="2122"/>	2012 Spring

User Defaults 1: Enter NV280 in the first three data fields, as indicated above.

User Defaults 2: Enter NV280 as defaults in SetID, Business Unit, and Institution Set.

User Defaults 3: Not really used much!

User Defaults 4: Be sure to check the  Carry ID box.

Enrollment Override Defaults: IMPORTANT: Be sure that none of the overrides are checked.