Set User Defaults

Users in the Student Administration areas will find it helpful to set certain fields to default when you are performing a search in PeopleSoft. For instance, you will want to set the Term field to always default to the current term.

**Navigation:** Main Menu > Set Up SACR > User Defaults

Click the tabs and set defaults for the fields that pertain to the work that you do in PeopleSoft.

Click Save.
If you use the Transcript Request page you will want to set the following two fields to default.

Go to the User Defaults 4 page and set the Output Destination to Printer and the Transcript Type to the type of transcript that you most frequently run. Click Save.