Specifying User Defaults

Business Process Guide

Updates

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Specifying User Defaults Overview

User defaults can speed data entry by pre-filling fields or values. The end user can change these defaults at any time. This document will explain what each default will do and allow the user to decide if and when to use the defaults. We strongly suggest Department Secretaries use the Term default when viewing the schedule changes for an upcoming term. This will prevent error if the current term should be chosen instead of the future term. Defaults can only be chosen if security has been granted. There are times when setting defaults could be problematic such as setting the Campus default and then attempting to search for courses in the catalog. Unless you clear this field each time you search, you will get no results. This is due to the fact that Campus is not populated at the Course Catalog level, only the Schedule level. However, by setting the Campus default, the Campus will populate on the Schedule of Classes searches, where Campus is a required field.

Before You Begin

Prerequisites and Assumptions

Before you can successfully perform this function, it is assumed that each of the following conditions has been met:

- You have security to access the User Default pages.
Attention: Please be aware many of the MyCWU CS user guides/BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Specifying User Defaults
Navigation: Main Menu > Campus Solutions > Set Up SACR > User Defaults

1.1 Specifying User Defaults 1
Navigation: Main Menu > Campus Solutions > Set Up SACR > User Defaults > [User Defaults 1]

Follow the navigation path listed above to access the User Defaults pages.

Steps for Specifying User Defaults 1:

1. On the User Defaults 1 page, Academic Institution should be set to CWUID. This is the only institution.

2. Career Group SetID should be set to CWUID. This allows the user to see all careers in CWUID institution that security allows.

3. Facility Group SetID should be set to CWUID. This allows the user to see all facilities in CWUID institution that security allows.

4. For Academic Career, choose the Career that matches the majority of students on whom you enter data. Your choices are UGRD (Undergraduate), PBAC (Post Baccalaureate) or GRAD (Graduate). If left blank, there will be no default and the Career must be keyed in each time.

5. For Academic Group, choose the Academic College that matches the majority of classes or courses you view or enter. Your choices are ACAD, CAH, CB, CEPS, COTS, IDST or INTL. If most of your work is done entering student data, for example majors or minors, you should set your Academic Group default to ACAD. If left blank, there will be no default and the Academic Group must be keyed in each time.
6. For **Subject Area**, choose the Subject Area that matches the majority of classes or courses you are viewing or entering. If left blank, there will be no default and the **Subject** must be keyed in each time.

7. For **Term**, choose the appropriate Term for the work you are doing. Remember that this can be changed at any time or as needed for different business processes. If left blank, there will be no default and the **Term** must be keyed in each time.

**CAUTION** If you wish to default the **Term**, you must first default the **Academic Career**.

8. For **Academic Program**, choose the appropriate Academic Program that matches the majority of students that you enter. *Please note that a person must first choose an Academic Career in order to view the choices for Academic Program.* Choices for Academic Program include:
   - For Undergraduate Career
     - **UG** (Matriculated Undergraduate)
     - **NM** (Non-Matriculated Undergraduate)
     - **INTL** (Undergraduate International Programs)
   - For Post Baccalaureate Career
     - **PB** (Matriculated Post Baccalaureate)
     - **NMP** (Non-Matriculated Post Baccalaureate)
     - **INTLP** (Post Baccalaureate International Programs)
   - For Graduate Career
     - **GR** (Matriculated Graduate)

   If left blank, there will be no default and the **Program** must be keyed in each time.

9. For **Academic Plan**, choose the appropriate Academic Plan (i.e. major, minor or cert endorsement) that matches the majority of students that you enter. *Please note that a person must first choose an Academic Program in order to view the choices for Academic Plan.*

   If left blank, there will be no default and the **Plan** must be keyed in each time.

10. For **Academic Sub-Plan**, choose the appropriate Sub-plan (specialization) that matches the majority of students that you enter. It must be a specialization for the Plan you entered above. If left blank, there will be no default and the **Sub-Plan** must be keyed in each time.

11. When finished setting defaults, click the **Save** button to save them. Doing so will save all defaults set on all defaults pages.
1.2 Specifying User Defaults 2

Follow the navigation path listed above to access the User Defaults 2 pages.

Steps for Specifying User Defaults 2:

1. On the User Defaults 2 page, SetID should be set to CWUID. This refers to CWU as a whole.
2. Aid Year is used only by those who have access to Financial Aid data.
3. Business Unit should be set to CWUID. This refers to student account data.
4. Application Center is used only by those who have access to update Admissions data.
5. Recruiting Center is used only by those who have access to update Prospect data.
6. Cashier's Office is Not Used.
7. Department is Not Used.
8. Admit Type is used only by those who have access to update Admissions data.
9. For Campus, choose the appropriate Campus. Your choices are DESMO, EBURG, LYNNW, MOSES, PIERC, WENAT and YAKIM. If left blank, there will be no default and the Campus must be keyed in each time. The Campus, as chosen here, will default in on the Schedule of Classes search pages, where Campus is a required field.
10. Institution Set should be set to CWUID.
11. When finished setting defaults, click the Save button to save them. Doing so will save all defaults set on all defaults pages.
1.3 Specifying User Defaults 3

Follow the navigation path listed above to access the User Defaults 3 pages.

Steps for Specifying User Defaults 3:

All fields on the User Defaults 3 page are being used only by those who have access to update Admissions data.
1.4 Specifying User Defaults 4

Navigation:  Main Menu > Campus Solutions > Set Up SACR > User Defaults > [User Defaults 4]

Follow the navigation path listed above to access the User Defaults 4 pages.

Steps for Specifying User Defaults 4:

1. On the User Defaults 4 page, the **Check** box will default to being checked. This will allow the student’s CWUID to carry over to different search pages in most situations.

2. **Output Destination** should default to **Page**. This indicates where the transcript you wish to view will go. **Printer** will be used for the Records area that does batch printing only.

3. **Transcript Type** will default to **UNOFF** (Unofficial). Only the Records Office should be printing or viewing Official transcripts.

4. **Sevis School Code** is used only by those who enter SEVIS/International Student data.

5. **Program Number** is used only by those who enter SEVIS/International Student data.

6. **Printer Name** is Not Used.

7. When finished setting defaults, click the **Save** button to save them. Doing so will save all defaults set on all defaults pages.
1.5 Specifying Enrollment Override Defaults

Navigation: Main Menu > Campus Solutions > Set Up SACR > User Defaults > |Enrollment Override Defaults|

Follow the navigation path listed above to access the Enrollment Override Defaults pages.

Steps for Specifying Enrollment Override Defaults:

All fields on the Enrollment Override Defaults page are being used only by those who have access to update Enrollment data.
1.6 Specifying Communication Speed Keys

Follow the navigation path listed above and click the button to access the Communication Speed Keys pages.

Steps for Specifying Communication Speed Keys:

Communication Speed Keys are used only by those who send Communications. Student Records, at this time, does not send Communications.

1. The Administrative Function will not default for Checklists by populating it on this page.
1.7 **User 3C Groups Summary**

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

Follow the navigation path listed above and click the button to access the **User 3C Groups Summary** pages.

This page displays the 3C security assigned to the User ID. Values cannot be changed on this page.