Prior to carrying out tasks in Campus Solutions, you might want to set default attributes for fields in which values will generally be the same, regardless of task. For example, you might find it useful to set defaults for Academic Institution, Academic Career, Subject Area, or Academic Program. Setting a Student Administration and Contributor Relations (SACR)-level default allows you to pre-populate certain fields with commonly used values.

1. Log into Campus Solutions using your CalNet ID and passphrase.

2. Click the Main Menu link.

3. Click Set up SACR.
4. Click the User Defaults link.

The first tab you will encounter, User Defaults 1, contains fields for which Campus Solutions users with various functions might want to set defaults.

5. In the User Defaults 1 tab, using the Academic Institution Lookup button (magnifying glass icon), select “UCB01” from the Lookup list.
6. Repeat the same process for the Career Group SetID and the Facility Group SetID fields.

7. Configure additional defaults—such as Academic Career, Academic Group, Subject Area, and Academic Program—in the event that you use the same value for a field all or most of the time.

**NOTE:** While carrying out tasks in Campus Solutions, you can always override defaults by selecting other values from Lookup ( ) lists.
8. Click the **Save** button.

The remainder of the **User Defaults** tabs contain settings that are specifically appropriate for Student Financials, Student Records, Academic Advising, or Financial Aid functions. Set your defaults to meet your functional needs.

9. Click the **User Defaults 2** tab.

10. Enter “**UCBo1**” in the **SetID** field or select it from the **Lookup** list.
11. Set the Business Unit to “UCB01”.

12. Set the Campus field to “BERK”.
13. Click the **Save** button in the **User Defaults 2** dialog window.

14. Set other defaults as appropriate in **User Defaults 3** and **User Defaults 4** dialog windows.
15. Click the Save button.
16. The **Enrollment Override Defaults** tab is set to "View Only", so you cannot set defaults on this tab.

17. **Communication Speedkey** defaults are needed only if you are going to be running the delivered CommGen processes. Set the defaults as warranted.

18. Click the **Save** button when you are finished setting defaults on the various tabs.