Setting SACR Defaults

When you log into Campus Solutions for the first time, you may want to set certain defaults, to avoid having to constantly enter certain variables that will always be the same (such as Financial Aid Year). Setting a Student Administrative Contributable Relations (SACR)-level default allows you to pre-populate certain fields with commonly used values. For example, Academic Institution has already been set up to default to UC Berkeley (UCBo1), since that is the only option the campus will use.

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.

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

6. If you know the values, type them in, or use the Look up icon next to a field to see and select your choice.

Enter the **Aid Year** (e.g. 2017). In the **Campus** field, enter **BERK**. In the **Institution Set** field, enter
UCB01.

7. Click on **User Defaults 4** tab.

8. **OPTIONAL:** Decide whether you would like the system to carry over SID#s from page to page. Some people find this helpful, to avoid having to copy in the Student ID# on each page. Others prefer not to automatically
carry a student over in case they work on the wrong person. This is your preference and can be changed at anytime.

9. Click the **Save** button when you are finished.

**Support**

For questions or assistance, please contact Campus Shared Services IT.

Call 510-664-9000 (press option 1, then option 2 to reach SIS support)

Email: [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu)

Submit a ticket: [https://shared-services-help.berkeley.edu/new_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)