

Setting User Defaults

User Defaults will auto-populate field values in search pages and data entry pages based on your username. They are very useful tools for making data entry easier and faster. User Defaults are only available for administrative users.

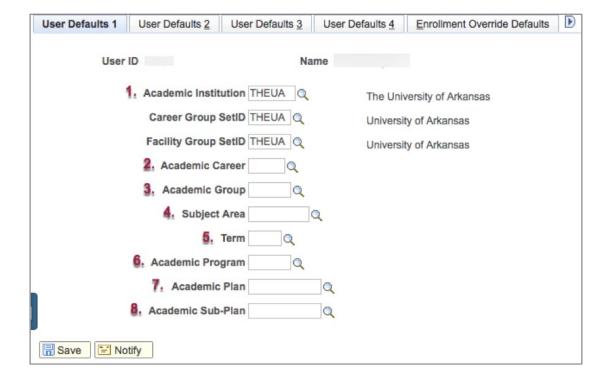
The User Defaults component contains several pages, however, this document describes only **User Defaults 1** and **User Defaults 4**, which are most generally used.

All other User Default pages are specific to Admissions, Registrar and Financial staff and do not need to be filled in

Enter as many or as few fields as makes sense for your job. You may change your User Defaults as often as needed. You can always change from the default settings and choose another option when you enter UAConnect.

User Defaults 1

- 1. Click the **UA Administrative Users** tile. The User Defaults 1 page is now open.
- 2. Type in the values for the following fields. Click the **magnifying glass icon** to look up the field values and set only those that you wish to have.
- 3. Click **Save** when finished.





Key	Field Name	Value
1.	Academic Institution	THEUA
2.	Academic Career	Enter one that matches the majority of students that you work with.
3.	Academic Group	Enter your college or leave the field blank.
4.	Subject Area	Enter the subject code or leave the field blank.
5.	Term	Enter a term code or leave the field blank.
6.	Academic Program	Enter a college or school, or leave the field blank.
7.	Academic Plan	Enter a major and degree or leave the field blank.
8.	Academic Sub-Plan	Enter a sub-concentration or leave the field blank.

User Defaults 4

The Carry ID default allows you to change pages without having to re-enter the ID.

- 1. Click the Carry ID check box.
- 2. Click Save.

