

## 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.

The screenshot shows the 'User Defaults 1' form. At the top, there are five tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. Below the tabs, there are two input fields: 'User ID' and 'Name'. The main form contains several rows of fields, each with a red numbered label and a magnifying glass icon for lookup:

- 1. Academic Institution**: Input field contains 'THEUA', dropdown shows 'The University of Arkansas'.
- Career Group SetID**: Input field contains 'THEUA', dropdown shows 'University of Arkansas'.
- Facility Group SetID**: Input field contains 'THEUA', dropdown shows 'University of Arkansas'.
- 2. Academic Career**: Empty input field.
- 3. Academic Group**: Empty input field.
- 4. Subject Area**: Empty input field.
- 5. Term**: Empty input field.
- 6. Academic Program**: Empty input field.
- 7. Academic Plan**: Empty input field.
- 8. Academic Sub-Plan**: Empty input field.

At the bottom of the form, there are two buttons: 'Save' and 'Notify'.

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**.

The screenshot shows a web interface for setting user defaults. At the top, there are five tabs: 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The 'User Defaults 4' tab is selected and highlighted with a red arrow. Below the tabs, the user's information is displayed: 'User ID mab4' and 'Bloss, Mary-Ann'. A checkbox labeled 'Carry ID' is checked and enclosed in a red rectangular box. Below this are several input fields: 'Output Destination' (a dropdown menu), 'Transcript Type', 'Flexible Transcript Type', and 'Advisement Report Type' (each with a search icon). A section titled 'SEVIS Default' contains 'School Code' and 'Program Number' (both with search icons). At the bottom, there is a 'Printer Name' field and an 'Explain' link. At the very bottom, there are 'Save' and 'Notify' buttons.