



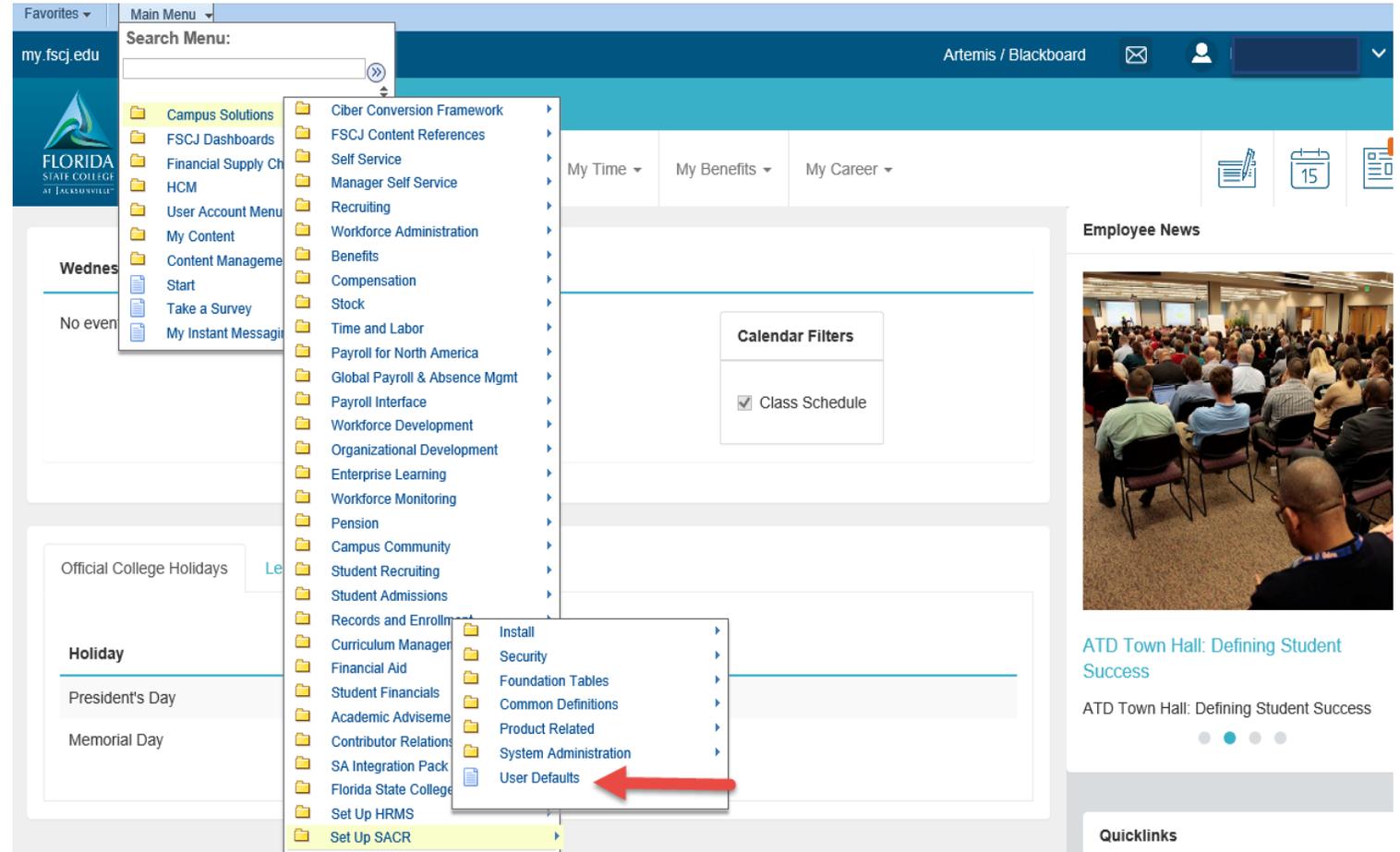
PeopleSoft-Setting Defaults Quick Guide

User default settings help you to work quicker and more efficiently because they reduce the amount of repetitive data you must enter.

You must login to **MY FSCJ** to set-up this feature.

Login to MyFSCJ

- Open an Internet browser
- Login to MYFSCJ with your employee ID and password
- Click **Main Menu**
- Click **Campus Solutions**
- Click **Set Up SACR**
- Click **User Defaults**





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Setting Defaults:

- Review the user defaults in place on each **User Defaults** page.
- Reset as needed.
- Click **Save** to keep the changes you've made.

Note: User defaults are optional and some fields may require regular updates-Example Term.

Example: User Defaults 1

The screenshot shows the 'User Defaults 1' page in the PeopleSoft system. The breadcrumb trail is 'Favorites > Main Menu > Campus Solutions > Set Up SACR > User Defaults'. The page title is 'my.fscj.edu'. The navigation bar includes 'Employees', 'Resources', 'Students', and 'Help Center'. The main content area has tabs for 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The 'User ID' field is empty. The following fields are populated with values and their corresponding labels: 'Academic Institution' (FSCJ1, FSCJ1), 'Career Group SetID' (empty), 'Facility Group SetID' (empty), 'Academic Career' (CRED, College Credit), 'Academic Group' (empty), 'Subject Area' (empty), 'Term' (2178, Fall 2017), 'Academic Program' (2YFA, Associate Degree), 'Academic Plan' (1108, Associate in Arts), and 'Academic Sub-Plan' (empty). A red callout bubble points to the 'Academic Career' and 'Academic Program' fields with the text: 'A few examples of areas that can be set as defaults on User Defaults 1'. At the bottom, there are 'Save' and 'Notify' buttons and a footer with navigation links.

Example: User Defaults 2

The screenshot shows the 'User Defaults 2' page in the PeopleSoft system. The breadcrumb trail is 'Favorites > Main Menu > Campus Solutions > Set Up SACR > User Defaults'. The page title is 'my.fscj.edu'. The navigation bar includes 'Employees', 'Resources', 'Students', and 'Help Center'. The main content area has tabs for 'User Defaults 1', 'User Defaults 2', 'User Defaults 3', 'User Defaults 4', and 'Enrollment Override Defaults'. The 'User ID' field is empty. The following fields are populated with values and their corresponding labels: 'SetID' (empty), 'Aid Year' (empty), 'Business Unit' (empty), 'Application Center' (AAPS, All Applications - Excl Intl), 'Recruiting Center' (empty), 'Cashier's Office' (empty), 'Department' (empty), 'Admit Type' (HGN, High School Graduate / GED), 'Campus' (COLL, College Campus), and 'Institution Set' (empty). A red callout bubble points to the 'Application Center' and 'Admit Type' fields with the text: 'Examples of areas that can be set as defaults on User Defaults 2'. At the bottom, there are 'Save' and 'Notify' buttons and a footer with navigation links.



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Setting Defaults:

- Review the user defaults in place on each **User Defaults** page.
- Reset as needed.
- Click **Save** to keep the changes you've made.

Note: User Defaults 4 provides an optional to Carry ID (EMPLID) from page to page.

Example: User Defaults 3

The screenshot shows the 'User Defaults 3' page in the PeopleSoft system. The breadcrumb trail is 'Favorites > Main Menu > Campus Solutions > Set Up SACR > User Defaults'. The page title is 'my.fscj.edu'. The navigation bar includes 'Employees', 'Resources', 'Students', and 'Help Center'. The 'User Defaults 3' tab is selected. The form includes fields for 'User ID', 'Academic Level', 'Application Method', 'Last School Attended', 'Graduation Date', and 'Housing Interest'. There is a checkbox for 'Financial Aid Interest'. Below these is the 'External Acad Data Defaults' section with fields for 'Transcript Type', 'Transcript Rcvd Data Source', and 'Transcript Rcvd Medium'. At the bottom are 'Save' and 'Notify' buttons. A red callout bubble points to the 'Academic Level' and 'Application Method' fields, containing the text: 'Examples of areas that can be set as defaults on User Defaults 3'.

Example: User Defaults 4

The screenshot shows the 'User Defaults 4' page in the PeopleSoft system. The breadcrumb trail is 'Favorites > Main Menu > Campus Solutions > Set Up SACR > User Defaults'. The page title is 'my.fscj.edu'. The navigation bar includes 'Employees', 'Resources', 'Students', and 'Help Center'. The 'User Defaults 4' tab is selected. The form includes a 'User ID' section with a checked 'Carry ID' checkbox, indicated by a red arrow. Below this are fields for 'Output Destination', 'Transcript Type', 'Flexible Transcript Type', and 'Advisement Report Type'. There is a 'SEVIS Default' section with fields for 'School Code' and 'Program Number'. At the bottom is a 'Printer Name' field with the value 'Test Printer' and an 'Explain' link. At the bottom are 'Save' and 'Notify' buttons. A red callout bubble points to the 'Carry ID' checkbox, containing the text: 'Examples of areas that can be set as defaults on User Defaults 4 Note: Carry Id is tied to the EMPLID'.