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**
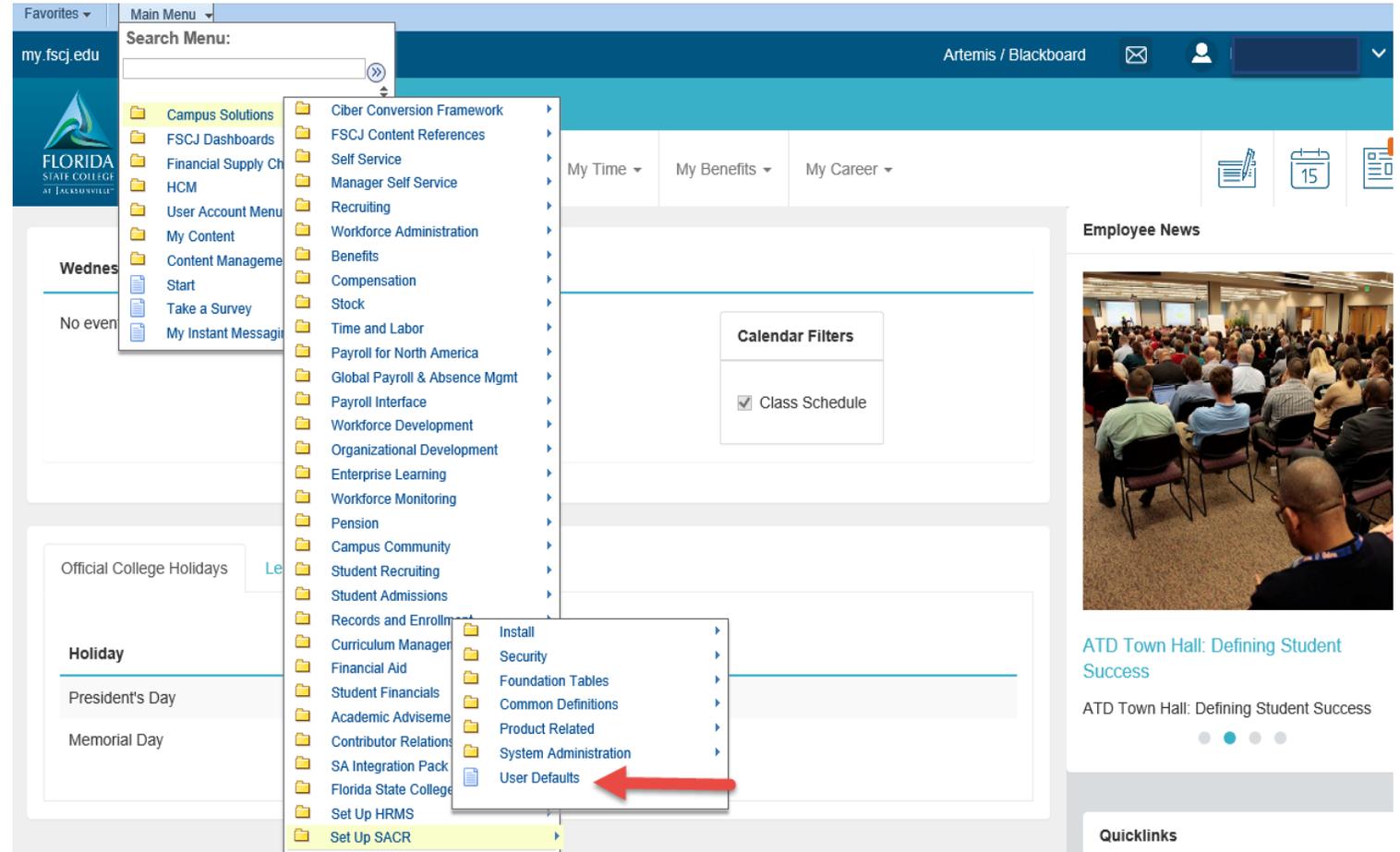
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Setting Defaults:

- 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

Example: User Defaults 2

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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

Examples of areas that can be set as defaults on User Defaults 3

Example: User Defaults 4

Examples of areas that can be set as defaults on User Defaults 4
Note: Carry Id is tied to the EMPLID

4/23/2017