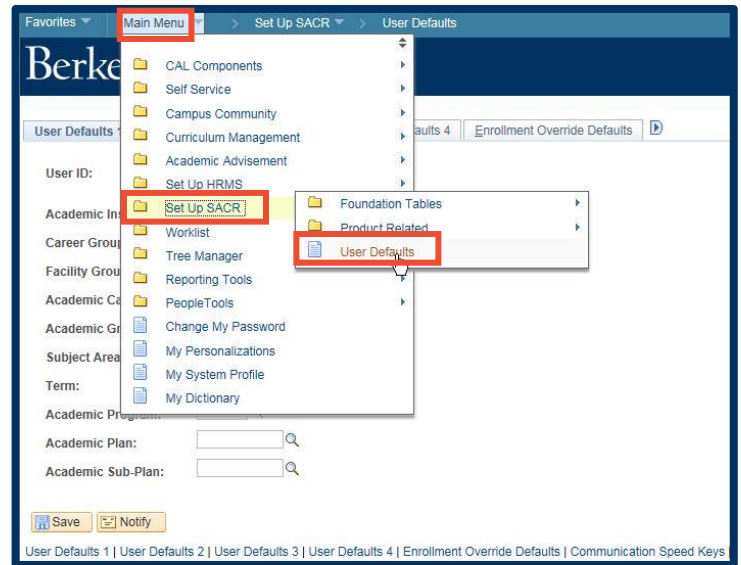


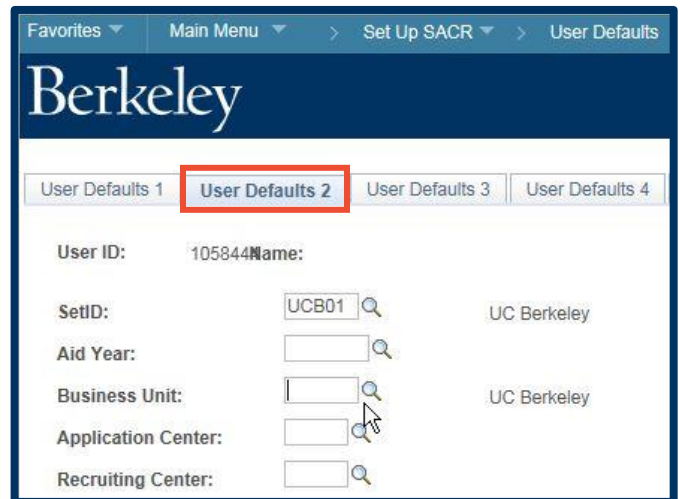
## Setting SACR Defaults for Financial Aid

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 (UCB01), since that is the only option the campus will use.

- From the **Main Menu**, navigate to: **Set Up SACR > User Defaults**.



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



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

4. Enter the **Aid Year** (e.g. 2017).

5. In the **Campus** field, enter **BERK**.

6. In the **Institution Set** field, enter **UCB01**.

User ID: \_\_\_\_\_ Name: \_\_\_\_\_  
 SetID: UCB01 UC Berkeley  
 Aid Year: 2017  
 Business Unit: UCB01 UC Berkeley  
 Application Center: \_\_\_\_\_  
 Recruiting Center: \_\_\_\_\_  
 Cashier's Office: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Admit Type: \_\_\_\_\_  
 Campus: BERK UC Berkeley Main Campus  
 Institution Set: UCB01 UC - Berkeley  
 Save Notify

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 anytime.

User ID: 12657  
 Carry ID  
 Output Destination: \_\_\_\_\_  
 Transcript Type: \_\_\_\_\_  
 Flexible Transcript Type: \_\_\_\_\_  
 Advisement Report Type: \_\_\_\_\_  
**SEVIS Default**  
 School Code: \_\_\_\_\_  
 Program Number: \_\_\_\_\_  
 Printer Name: \_\_\_\_\_ Explain  
 Save Notify

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