

## Setting Up SACR Defaults (Student Records)

Setting a Student Administrative Contributable Relations (SACR)-level default allows you to pre-populate certain fields with commonly used values. When users first access *Campus Solutions* (CS) be sure your user defaults and security are setup properly.

1. Navigate to: **Main Menu > Setup SACR > User Defaults**

User ID: 325747 Name:

Academic Institution: UCB01 UC Berkeley

Career Group SetID: UCB01 UC Berkeley

Facility Group SetID: UCB01 UC Berkeley

2. On the **User Defaults 1** tab, update the fields as follows:

3. On the **User Defaults 2** tab, update the fields as follows:

User ID: 325747 Name:

SetID: UCB01 UC Berkeley

Aid Year:

Business Unit: UCB01 UC Berkeley

Application Center:

Recruiting Center:

Cashier's Office:

Department:

Admit Type:

Campus: BERK UC Berkeley Main Campus

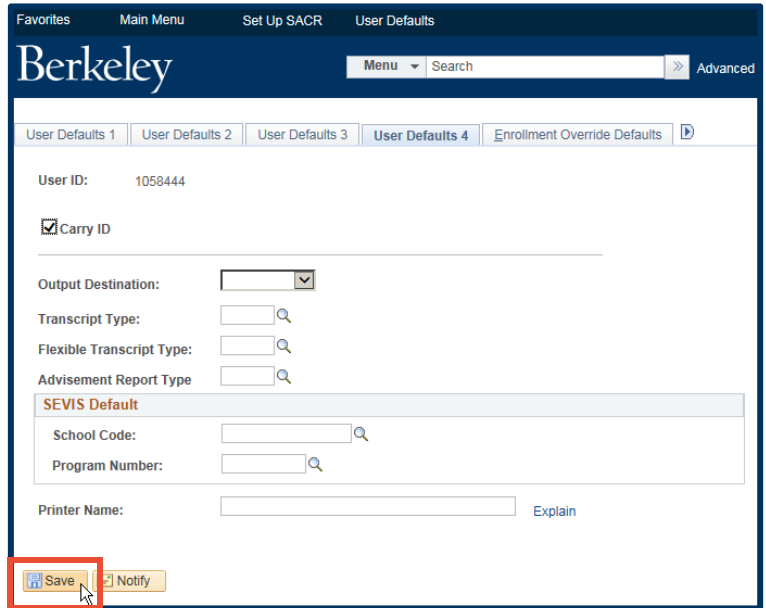
Institution Set: UCB01 UC - Berkeley

4. On the **User Defaults 4** tab, update the fields as follows:  
**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.

User ID: 325747

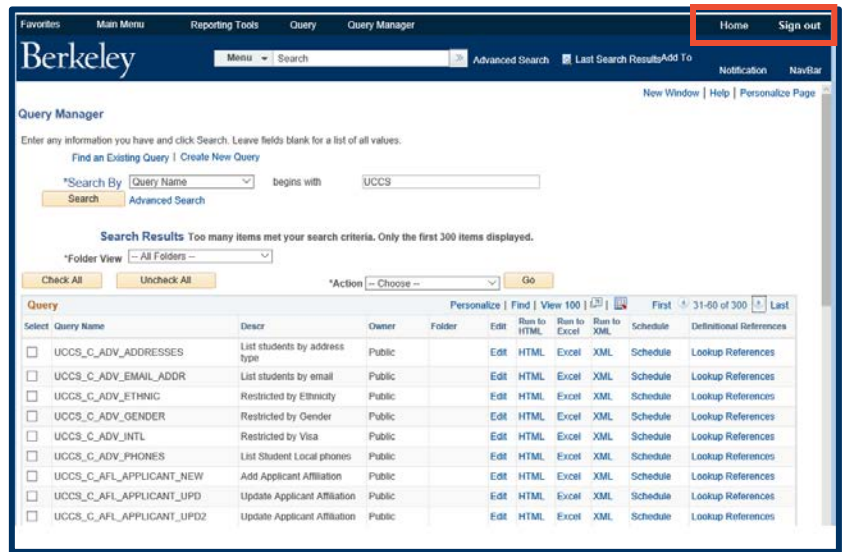
Carry ID

5. Click **Save**.



6. Click the **Home** link in the **Navigation Bar** across the top of the window, to continue working elsewhere in *Campus Solutions*, or **Sign out** to end your *Campus Solutions* session.

**NOTE:** To completely exit *Campus Solutions*, exit your browser, as well, at the end of a browser work session. Do not leave your open browser unattended.



**Support:**

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- For additional SIS resources, please visit: [sis.berkeley.edu/training](http://sis.berkeley.edu/training)