## **Updating Institution for Exceptions**

This job aid describes details how to update settings in Campus Solutions to ensure that APR exceptions functionality will work properly.

 Using an Incognito (Chrome) or Private (Firefox) browser window sign in to Campus Solutions at https://bcsint.is.berkeley.edu/.



2. Open the Navigator Bar.

- 3. Click Navigator.
- 4. Click Set Up SACR.



5. Click User Defaults.

NavBar: Navigator						
	Set Up SACR					
Recent Places	Install	>				
+	Security	>				
My Favorites	Foundation Tables	>				
	Common Definitions	>				
Navigator	Product Related	>				
Classic Home	System Administration	>				
	User Defaults					

6. Delete text in the Academic Institution field and click Save. Leave all other fields blank.

Note: Do not make any other changes on these pages

User Defaults 1	User Defaults 2	User Defaults 3	User Defa			
User ID Name						
	Academic Instit	tution 🔍 🔍	. L			
	Career Group	SetID 🤍				
	Facility Group	SetID				
	Academic C	areer				
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	Subject	Area	2			
		Term				
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Save Not	ify					

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enr

7.	Type "UCB01" in the Academic Institution field and click <b>Save</b> .	User Defaults 1	User Defaults 2	User Defaults 3	User Defaults 4	Enroll		
		User		Na	ame \			
			Academic Instit	ution UCB01	UC Ber	keley		
			Career Group	SetID	-			
			Facility Group	SetID				
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Jser Defaults 1   User Defaults 2   User Defaults 3   User Defaults 4   Enrollment Over								
8.	Sign out of Campus Solutions.		Â	<u>२</u> 🦉	$\overline{\mathbf{D}}$			
9. C	Close browser window.		Add To Homepage					
			Add To NavBar	ize Pa	ge			
			Add To Favorites					

## Support:

For questions or assistance, please contact SIS Production Support:

- Email: <u>sishelp@berkeley.edu</u>
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit: <u>http://sis.berkeley.edu/training</u>

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