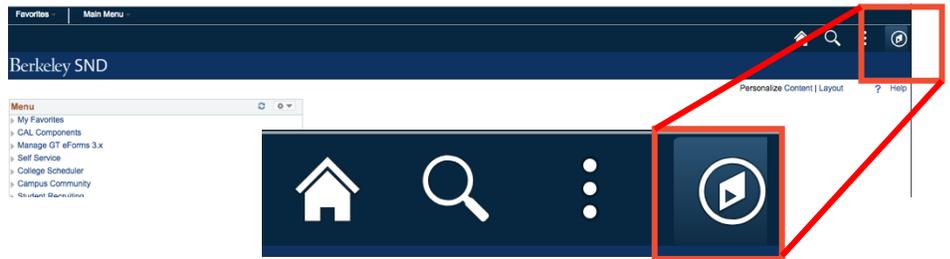


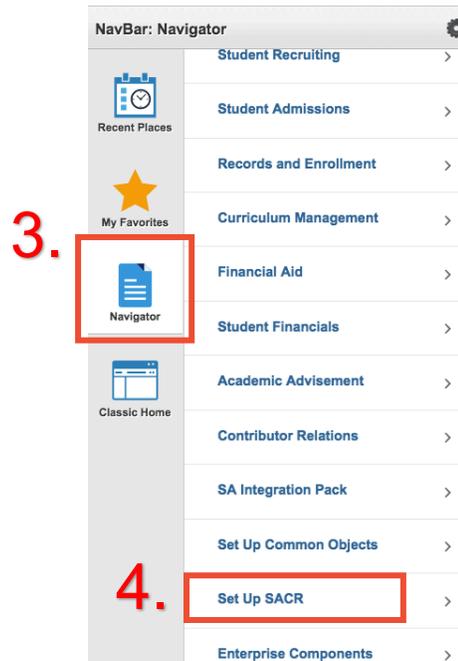
# Updating Institution for Exceptions

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

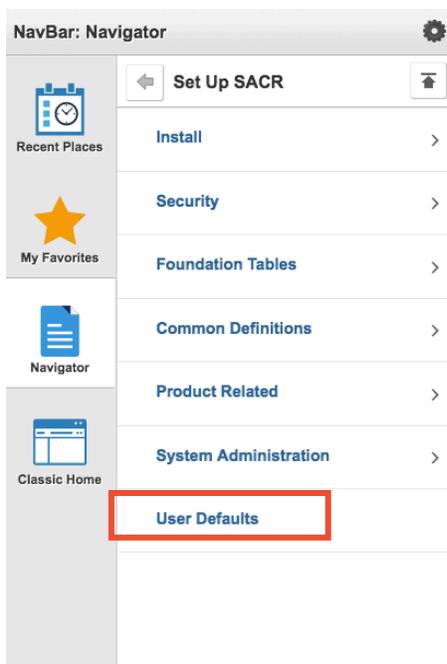
- Using an *Incognito* (Chrome) or *Private* (Firefox) browser window sign in to Campus Solutions at <https://bcsint.is.berkeley.edu/>.
- Open the **Navigator Bar**.



- Click **Navigator**.
- Click **Set Up SACR**.

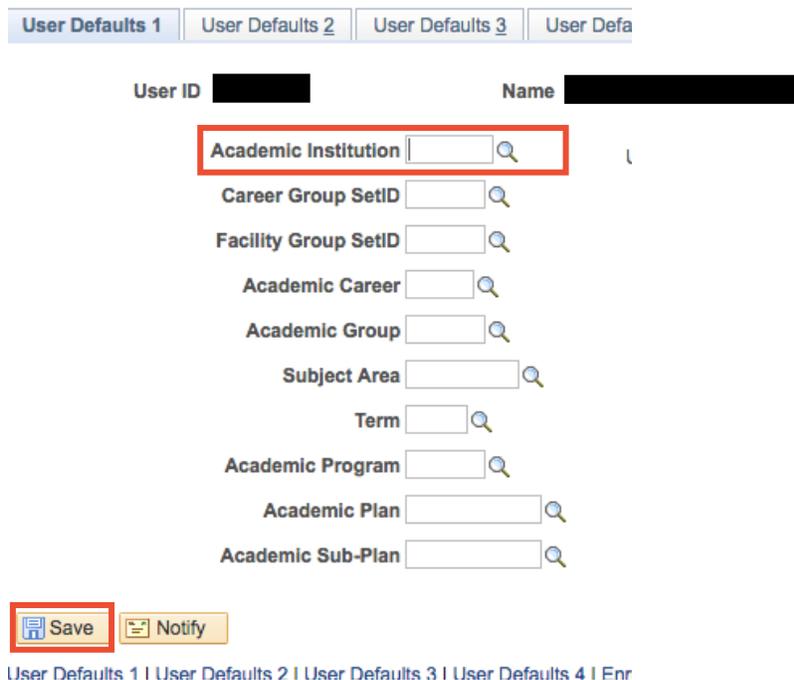


5. Click **User Defaults**.



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



- 7. Type "UCB01" in the Academic Institution field and click **Save**.

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enroll

User ID [REDACTED] Name [REDACTED]

Academic Institution UCB01 UC Berkeley

Career Group SetID [ ]

Facility Group SetID [ ]

Academic Career [ ]

Academic Group [ ]

Subject Area [ ]

Term [ ]

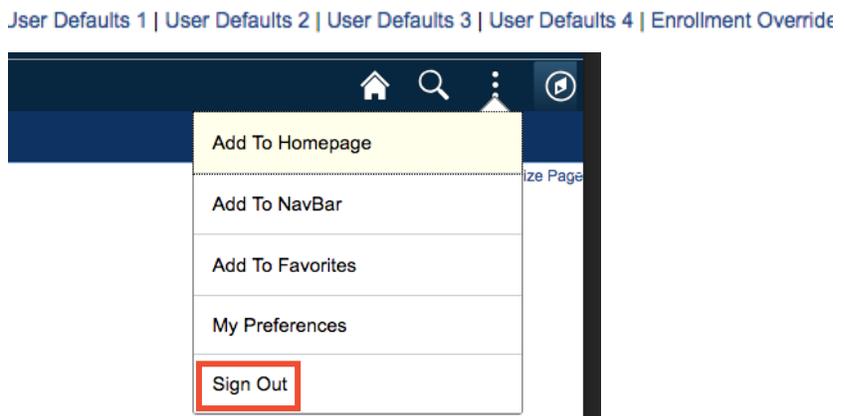
Academic Program [ ]

Academic Plan [ ]

Academic Sub-Plan [ ]

Save Notify

- 8. Sign out of Campus Solutions.
- 9. Close browser window.



**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call 510-664-9000 (press option 6)

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