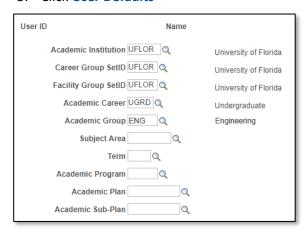# SETTING UP SIS USER DEFAULTS

This instruction guide outlines how to set up Student Information system (SIS) defaults in myUFL.

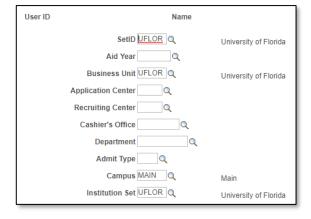## NAVIGATION AND PROCESS

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Set Up SACR**
5. Click **User Defaults**

6. On the **User Defaults 1** tab, these are the items you can default
   a. Click the **look up** icon (magnifying glass) next to a field for search for the appropriate default

7. On the **User Defaults 2** tab, these are the items you can default
   a. Click the **look up** icon (magnifying glass) next to a field for search for the appropriate default
8. Click the **Save** button

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu