

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**

User ID	Name
Academic Institution <input type="text" value="UFFLOR"/>	University of Florida
Career Group SetID <input type="text" value="UFFLOR"/>	University of Florida
Facility Group SetID <input type="text" value="UFFLOR"/>	University of Florida
Academic Career <input type="text" value="UGRD"/>	Undergraduate
Academic Group <input type="text" value="ENG"/>	Engineering
Subject Area <input type="text"/>	
Term <input type="text"/>	
Academic Program <input type="text"/>	
Academic Plan <input type="text"/>	
Academic Sub-Plan <input type="text"/>	

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

User ID	Name
SetID <input type="text" value="UFFLOR"/>	University of Florida
Aid Year <input type="text"/>	
Business Unit <input type="text" value="UFFLOR"/>	University of Florida
Application Center <input type="text"/>	
Recruiting Center <input type="text"/>	
Cashier's Office <input type="text"/>	
Department <input type="text"/>	
Admit Type <input type="text"/>	
Campus <input type="text" value="MAIN"/>	Main
Institution Set <input type="text" value="UFFLOR"/>	University of Florida

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