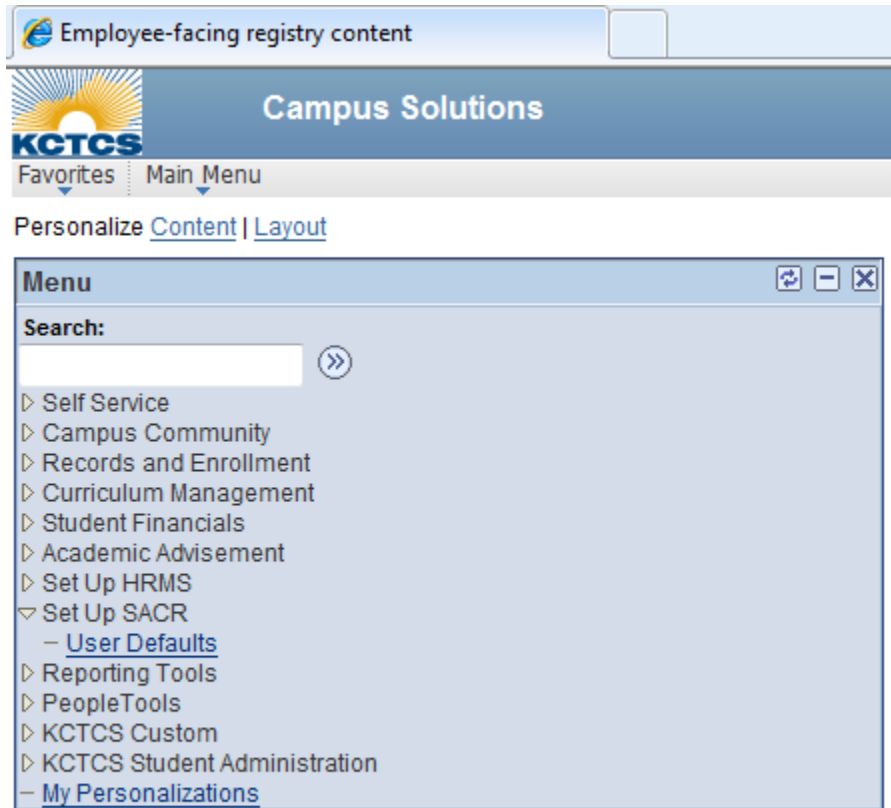


To set the Default Term in People Soft

Click on Setup SACR as shown below.. then click on the User Defaults



The screenshot displays the top navigation bar of the Campus Solutions web application. It includes a search box labeled "Employee-facing registry content" and the KCTCS logo. Below the logo are links for "Favorites" and "Main Menu". The main content area shows a "Personalize" section with links for "Content" and "Layout". A "Menu" window is open, listing various system functions. The "Set Up SACR" option is expanded, showing "User Defaults" as a sub-option.

Employee-facing registry content

Campus Solutions

Favorites Main Menu

Personalize [Content](#) | [Layout](#)


Menu

Search: [»](#)

- ▷ Self Service
- ▷ Campus Community
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Student Financials
- ▷ Academic Advisement
- ▷ Set Up HRMS
- ▽ Set Up SACR
 - [User Defaults](#)
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ KCTCS Custom
- ▷ KCTCS Student Administration
- [My Personalizations](#)

Then enter the Term number as shown. This will set the default so that all class searches will default to the Term listed.

User Defaults



Favorites | Main Menu > Set Up SACR > User Defaults

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults ▶

User ID: BPHelps0001 Name: Phelps, Barry D

Academic Institution:	<input type="text" value="KCTCS"/>	KCTCS
Career Group SetID:	<input type="text" value="KCTCS"/>	ALL INCLUSIVE KCTCS
Facility Group SetID:	<input type="text" value="KCTCS"/>	ALL INCLUSIVE KCTCS
Academic Career:	<input type="text" value="UGRD"/>	Undergraduate
Academic Group:	<input type="text"/>	
Subject Area:	<input type="text"/>	
Term:	<input type="text" value="4116"/>	Spring 2012
Academic Program:	<input type="text"/>	
Academic Plan:	<input type="text"/>	
Academic Sub-Plan:	<input type="text"/>	

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrollment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Summary](#)