
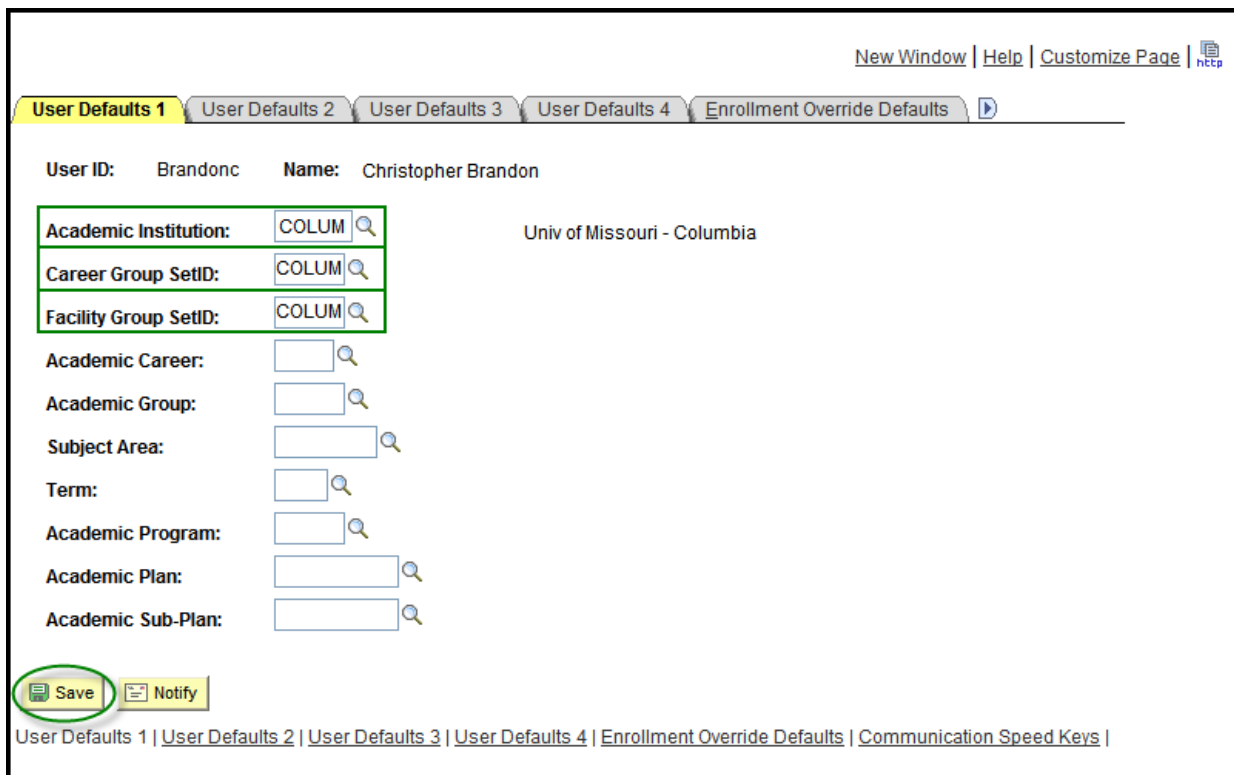


This module gives an introduction to *Setting Up User Defaults*. When using myZou, it is useful to have certain fields auto fill with standard information and saves the user time because the information does not have to be entered each time the screen is accessed. This information can be changed if the need arises.

**Navigation**


Set Up SACR → User Defaults

**Tab 1:  
User Defaults 1**The screen defaults to **User Defaults 1**.Across from **Academic Institution**, click  and click COLUM.Across from **Career Group SetID**, click  and click COLUM.Across from **Facility Group SetID**, click  and click COLUM.Click **Save**.


The screenshot shows the 'User Defaults 1' tab in a web application. At the top right, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. Below the navigation tabs, the user information is displayed: 'User ID: Brandonc' and 'Name: Christopher Brandon'. The main form area contains several fields, each with a magnifying glass icon for search. The first three fields are highlighted with a green border: 'Academic Institution' (value: COLUM), 'Career Group SetID' (value: COLUM), and 'Facility Group SetID' (value: COLUM). To the right of these fields, the text 'Univ of Missouri - Columbia' is displayed. Below these are other fields: 'Academic Career', 'Academic Group', 'Subject Area', 'Term', 'Academic Program', 'Academic Plan', and 'Academic Sub-Plan'. At the bottom left, there are two buttons: 'Save' (highlighted with a green circle) and 'Notify'. At the bottom of the screen, there is a breadcrumb trail: 'User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys |'.

### Tab 2: User Defaults 2


Click the tab **User Defaults 2**.


Across from **Set ID**, click  and click COLUM.

Across from **Business Unit**, click  and click COLUM.











Across from **Institution Set**, click  and click COLUM.



Click **Save**.

[New Window](#) | [Help](#) | [Customize Page](#) | 

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

**User ID:** BRANDONC    **Name:** Brandon, Christopher

<b>SetID:</b>	<input type="text" value="COLUM"/> 	Univ of Missouri - Columbia
<b>Aid Year:</b>	<input type="text"/> 	
<b>Business Unit:</b>	<input type="text" value="COLUM"/> 	Univ of Missouri - Columbia
<b>Application Center:</b>	<input type="text"/> 	
<b>Recruiting Center:</b>	<input type="text"/> 	
<b>Cashier's Office:</b>	<input type="text"/> 	U of Missouri - Columbia
<b>Department:</b>	<input type="text"/> 	
<b>Admit Type:</b>	<input type="text"/> 	
<b>Campus:</b>	<input type="text"/> 	
<b>Institution Set:</b>	<input type="text" value="COLUM"/> 	Univ of Missouri - Columbia

 Save
 Notify

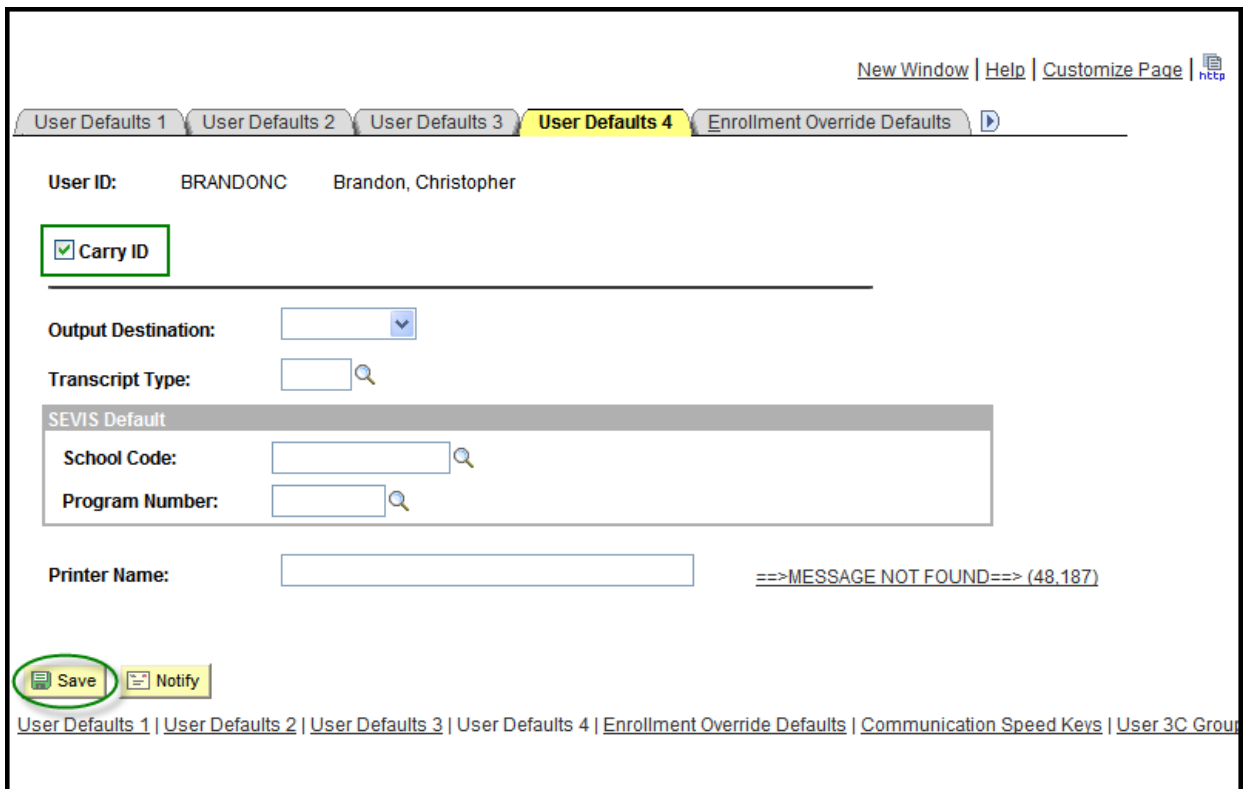
[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrollment Override Defaults](#) | [Communication Speed Keys](#) |


**Tab 4:  
User Defaults 4**


Click the tab **User Defaults 4**.  
Verify that the **Carry ID** box is checked.

**Note:** When in myZou, there are several screens that ask for Student ID. By checking this box, you don't have to enter the same ID each time you go to a different screen. The Student ID is entered once and then it auto fills other screens requiring Student ID.

If you have to check the box, click **Save**.



New Window | Help | Customize Page | 

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


User ID: BRANDONC    Brandon, Christopher


Carry ID

Output Destination:



Transcript Type:

SEVIS Default

School Code:  

Program Number:  

Printer Name:     ==>MESSAGE NOT FOUND==> (48.187)

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults | Communication Speed Keys | User 3C Group

Congratulations!  
You have completed "Set Up User Defaults"