

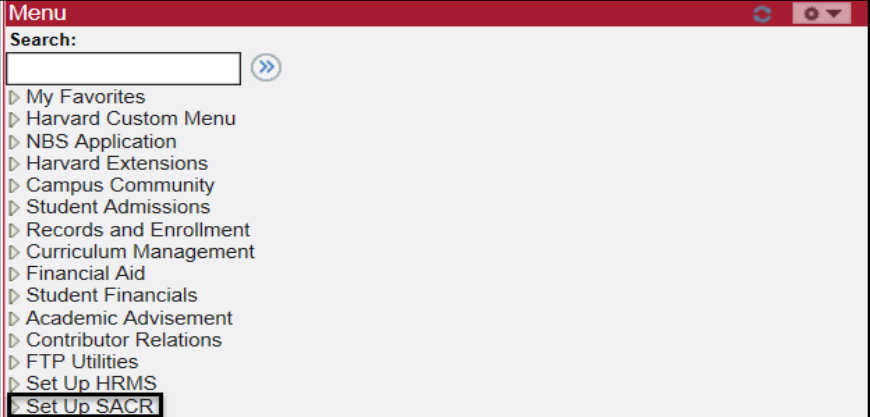

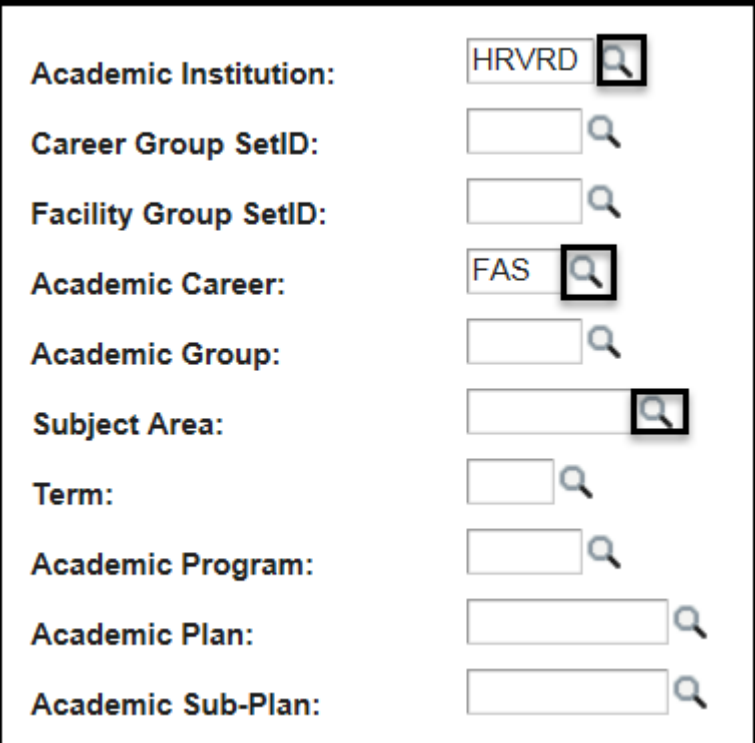


Quick Reference: Setting User Defaults

Set User Defaults

Set User Defaults so that you do not have to type in HRVRD and your subject area every time you search for courses in the Course Catalog and Schedule of Classes.

Process

Step	Image
<p>1. On the Main Menu page, select Set up SACR</p>	
<p>2. Select User Defaults</p>	
<p>3. Click the magnifying glass next to Academic Institution and select HRVRD</p> <p>4. Click the magnifying glass next to Academic Career and select FAS</p> <p>5. Click the magnifying glass next to Subject Area</p>	



Step	Image						
<p>6. In the Subject Area lookup box, type the first few letters of your subject area and click Lookup</p>							
<p>7. Click on the link for your subject</p>	<table border="1" data-bbox="548 1178 1242 1287"> <thead> <tr> <th data-bbox="548 1224 695 1251">Subject Area</th> <th data-bbox="699 1224 971 1251">Description</th> <th data-bbox="976 1224 1242 1251">Academic Organization</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1257 695 1287">DRAMA</td> <td data-bbox="699 1257 971 1287">Dramatic Arts</td> <td data-bbox="976 1257 1242 1287">DRAM</td> </tr> </tbody> </table>	Subject Area	Description	Academic Organization	DRAMA	Dramatic Arts	DRAM
Subject Area	Description	Academic Organization					
DRAMA	Dramatic Arts	DRAM					



Step	Image
8. Click Save	<div style="border: 1px solid black; padding: 5px;"> <p>Academic Institution: <input type="text" value="HRVRD"/> Harvard University</p> <p>Career Group SetID: <input type="text"/> </p> <p>Facility Group SetID: <input type="text"/> </p> <p>Academic Career: <input type="text" value="FAS"/> Faculty of Arts and Sciences</p> <p>Academic Group: <input type="text"/> </p> <p>Subject Area: <input type="text" value="DRAMA"/> Dramatic Arts</p> <p>Term: <input type="text"/> </p> <p>Academic Program: <input type="text"/> </p> <p>Academic Plan: <input type="text"/> </p> <p>Academic Sub-Plan: <input type="text"/> </p> <div style="margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Notify"/> </div> </div>

Tips and Frequently Asked Questions

Tip: If you can't find your subject by typing the first few words in the Description field, try changing the drop down from "Begins with" to "contains".

Tip: If you are still having trouble finding your subject, try selecting the magnifying glass next to Academic Organization and locate your FAS Department. When you find your department, a list of subjects associated with that subject will appear, and you will be able to select the subject.

Question: Can I add my Academic Organization (Department) to my User Defaults?
No. It is not one of the choices on the User Defaults page.

Question: Can I add multiple subjects to my User Defaults?
No. You can, however, save searches with all of your subjects on the Course Catalog Search page. See the document entitled *Quick Reference: Saving Searches* for more information.

Question: Can I add Term to my User Defaults?
Yes. Term is an available field. You can, however, only add one term to the defaults, and if you are creating and editing courses and schedules for the full academic year, this will not be a useful default to set.

Need Additional Help?

Email ithelp@harvard.edu, and mark the message "For the my.harvard team"