How to set your User Defaults so that the chosen fields are always populated

Navigation: Set Up SACR > User Defaults

x   Your PeopleSoft User ID appears at the top of the page. This is the ID you need to send to the OUR any time you need to request an access change.
x   On the User Defaults 1 page, enter or use the magnifying glass to select the fields that you wish to be prepopulated every time you access a page containing any of these fields. You will still be able to select different values on the page, but setting the default means that the field will automatically be populated with the specified value.
x   Select Save.
x   If any of these values change (i.e. for subsequent terms), you will need to return to this page to update the value(s) and Save.

Search for Classes

Enter Search Criteria

Institution	Queen's University ▾
Term	2011 Fall ▾

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number	is exactly ▾	
Course Career	Undergraduate ▾	
Campus		

Mode of Instruction ▾

☑ Show Open Classes Only

☐ Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▷ **Additional Search Criteria**

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