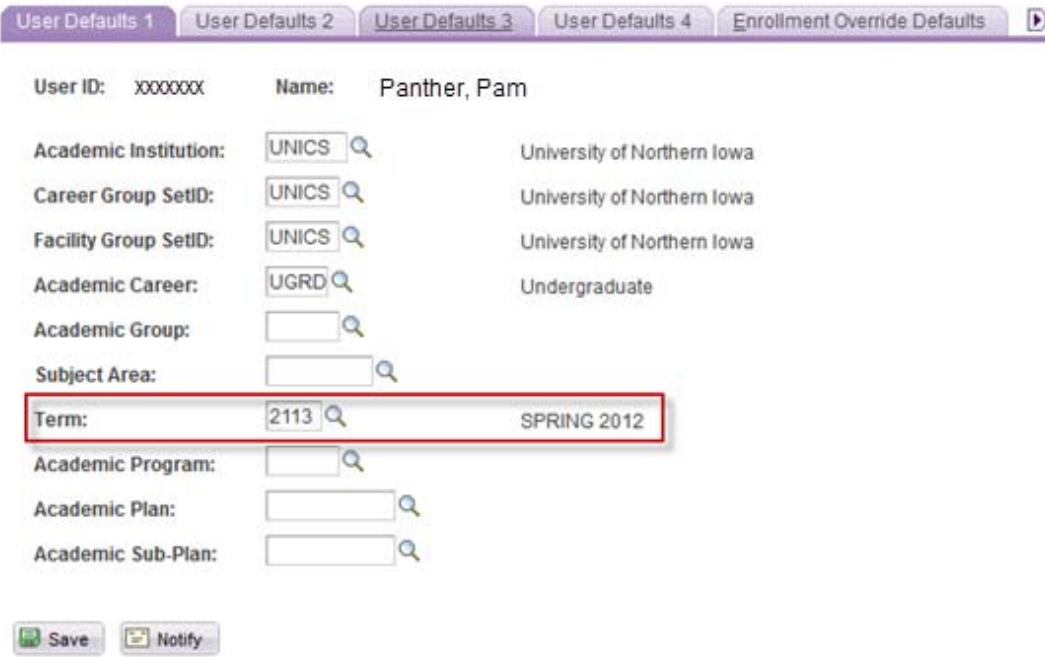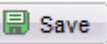# University of NorthernIowa

Setting a Default Term

Purpose: A default term may be set up so that the search pages pre-populate with the appropriate term, streamlining data entry and resulting in less risk for errors. The following instructions describe how to set a default term.

Step	Action
1.	Navigate to: **Main Menu › Set Up SACR › User Defaults** IMPORTANT: The first 4 fields on the User Defaults 1 tab must be filled out before you can enter the Default Term. If you are unable to set any of these 4 items, you do not have appropriate security. Please submit a request to: sis@uni.edu. On *User Defaults 1* tab, set the **Term** field to the appropriate term. *Example: Spring 2012 = 2113*
2.	Click the **Save** button