

BG@100

Bowling Green State University

Version 1.0
December 10, 2008

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Overview

Setting up user defaults allows the system to automatically set the value instead of the user manually entering the values. Each user must set up her/his own user defaults. Users will need to review the defaults periodically (like at the beginning of each semester) to determine if changes are required (perhaps the term default).

Process Steps

- User Defaults must be completed by each user.
 - Cashiers only need to complete User Defaults 1 & 2.
 - Depending on the user's roll, the user may wish to complete some of the other page defaults.
 - When the system is refreshed, user defaults will need to be reset.

User Defaults

Navigation: Main Menu > Set Up SACR > User Defaults

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

User ID: KHANSEN Name:

Academic Institution:	<input type="text" value="BGSUN"/>	Bowling Green State University
Career Group SetID:	<input type="text" value="BGSUN"/>	Common SetID for BGSU
Facility Group SetID:	<input type="text"/>	
Academic Career:	<input type="text" value="UGRD"/>	Undergraduate
Academic Group:	<input type="text" value="BGSUN"/>	Bowling Green State Univ
Subject Area:	<input type="text"/>	
Term:	<input type="text" value="2078"/>	Fall Semester 2007
Academic Program:	<input type="text"/>	
Academic Plan:	<input type="text"/>	
Academic Sub-Plan:	<input type="text"/>	

Click on the  magnifying glass to obtain a list of values or just type the entry


- Academic Institution: BGSUN
- Career Group Set ID: BGSUN
- Faculty Group Set ID: BGSUN
- Academic Career: UGRD or GRAD or leave blank if you don't use one more than the other
- Academic Group: Blank
- Subject Area: Blank
- Term: **Choose current term**
- Academic Program: Blank
- Academic Plan: Blank
- Academic Sub-Plan: Blank

Move on to the next tab, User Defaults 2

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User Defaults 2

User Defaults 1	User Defaults 2	User Defaults 3	User Defaults 4	Enrollment Override Defaults
User ID:	KHANSEN Name:			
SetID:	<input type="text" value="BGSUN"/>	<input type="text" value=""/>	Common SetID for BGSU	
Aid Year:	<input type="text" value="2009"/>	<input type="text" value=""/>	Financial Aid Year 2008-2009	
Business Unit:	<input type="text" value="BGSUN"/>	<input type="text" value=""/>	Bowling Green State University	
Application Center:	<input type="text" value=""/>	<input type="text" value=""/>		
Recruiting Center:	<input type="text" value=""/>	<input type="text" value=""/>		
Cashier's Office:	<input type="text" value="MAIN"/>	<input type="text" value=""/>	BGSUN Cashiering Office	
Department:	<input type="text" value="250100"/>	<input type="text" value=""/>	Bursar's Office	
Admit Type:	<input type="text" value=""/>	<input type="text" value=""/>		
Campus:	<input type="text" value="MAIN"/>	<input type="text" value=""/>	Main Campus	
Institution Set:	<input type="text" value="BGSUN"/>	<input type="text" value=""/>	Bowling Green StateUniversity	
<input type="button" value="Save"/> <input type="button" value="Notify"/>				

- SetID: BGSUN
- Aid Year: 2009
- Business Unit: BGSUN
- Application Center: Blank
- Recruiting Center: Blank
- Cashier's Office: MAIN for main campus or FIRE for Firelands cashiering office
- Department: 250100 – Bursars (All other offices should choose the correct one by clicking on the , magnifying glass to obtain values)
- Admit Type: Blank
- Campus: Main or Fire
- Institution Set: BGSUN


User Defaults 3


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

User ID: KHANSEN Name:

Academic Level:

Application Method:

Last School Attended: 

Graduation Date: 

Housing Interest:

Financial Aid Interest

External Acad Data Defaults

Transcript Type:

Transcript Rcvd Data Source:

Transcript Rcvd Medium:

- It is not necessary for Student Financials users to set any defaults on this screen

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User Defaults 4

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

User ID: KHANSEN

Carry ID

Output Destination:

Transcript Type:

SEVIS Default

School Code:

Program Number:

Printer Name: [==>MESSAGE NOT FOUND==> \(48,187\)](#)

- Select: 'Carry ID' so that the student ID you are working on will carry forward onto other inquiry screens. Of course, this means you will need to be careful and conscientious about the ID number when you are changing students.

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Enrollment Override Defaults

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

User ID: KHANSEN Name:

Enrollment Access ID:

Default Overrides

- Override Class Limit
- Override Unit Load
- Override Class Permission
- Override Requisites
- Override Time Conflict
- Override Action Date
- Wait List Okay

- Student Financials users do not need to complete any other pages unless the user will also be enrolling students.