



Faculty/Staff: Default Campus

This tutorial will show you how to set a default campus on your user defaults page so you will no longer have to choose the campus with every class search.

This functionality is currently available to only faculty and staff

1. Go to my.pitt.edu and log in using your University username and password.

Welcome to My Pitt

My Pitt is your personal guide to the Pitt

Enter your University Username and Password.

Username

Password

Log In

Forgot Password?

New Account Activation

Student Applicants

Username

Password

Log In

2. From the Self Service main page, click the **Set Up SACR** link.

University of Pittsburgh

Favorites | Main Menu

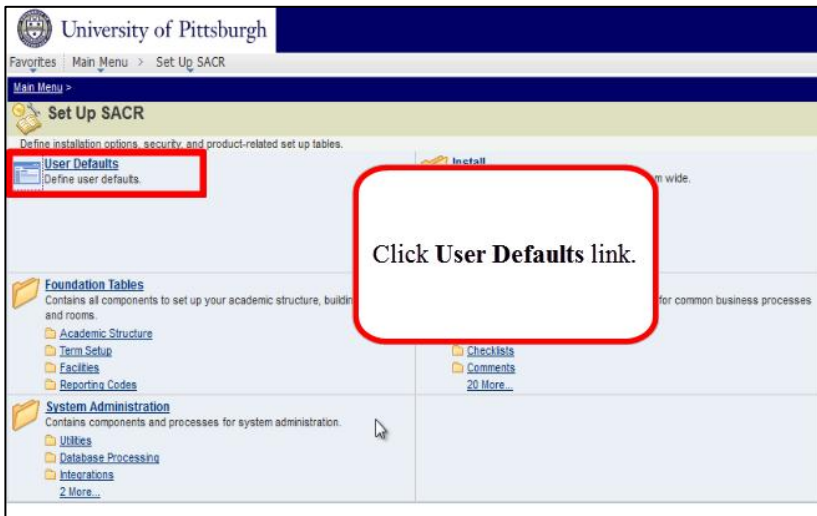
Menu

Search:

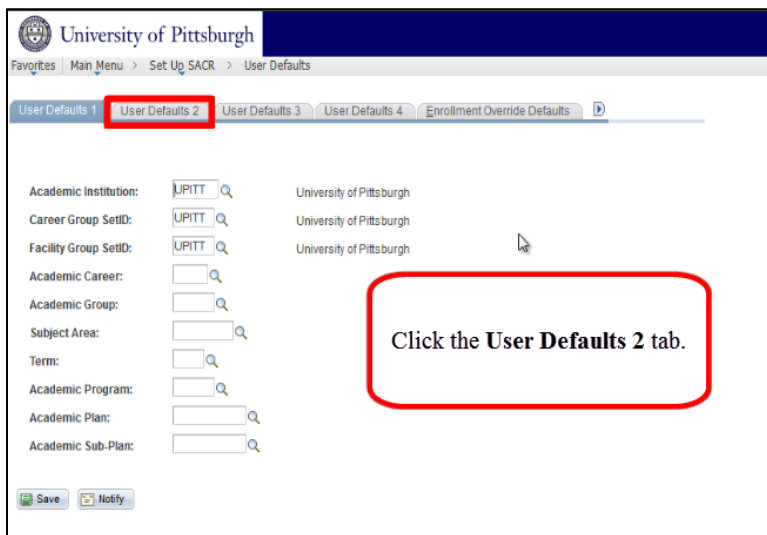
- My Favorites
- NBS Application
- Self Service
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- SA Integration Pack
- Set Up HRMS
- Set Up SACR**
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- People Tools
- PSUnit
- My Personalizations

Click the **Set Up SACR** link.

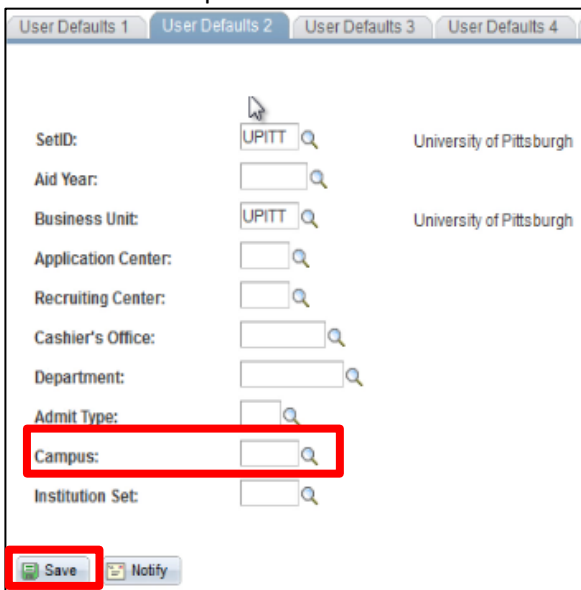
3. Click the **User Defaults** link



4. Click the **User Defaults 2** tab



5. Select a Campus and click the **Save** button



6. From the Self Service page, click the **Class Search** link.

The screenshot shows the University of Pittsburgh Self Service portal. The 'Class Search' link is highlighted with a red box. The page includes a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. The main content area is divided into several sections: Student Center, Academic Planning, Campus Finances, Degree Progress/Graduation, Enrollment, Campus Personal Information, Transfer Credit, Class Search / Browse Catalog, Browse Course Catalog, Academic Records, and Pitt Self Service.

7. The campus field is now populated

The screenshot shows the 'Search for Classes' page. The 'Campus' field is populated with 'Pittsburgh Campus' and highlighted with a blue box. A callout box explains that the field is populated with the default campus from user defaults. The page includes a search criteria section with various filters and a 'SEARCH' button.



For more instructional information visit the University Registrar's Office training website
<http://registrar.pitt.edu/training.html>