

Faculty/Saff: Default Campus

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

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.

Students, Faculty, & Staff

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

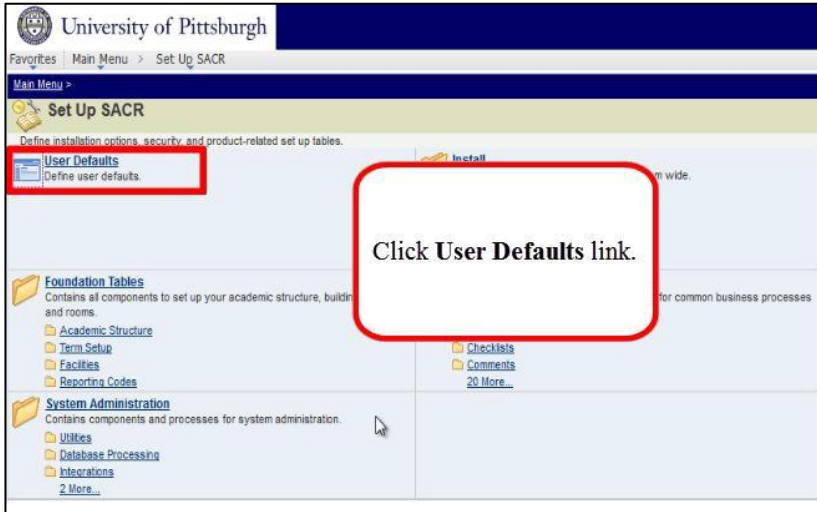
Menu

Search:

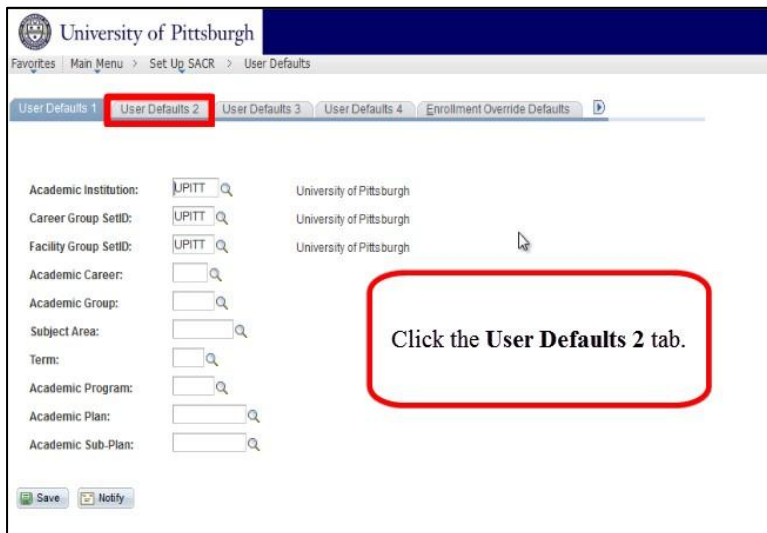
- My Favorites
- NBS Application
- Self Service
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- SA Integration Pack
- Set Up HRMS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

Click the **Set Up SACR** link.

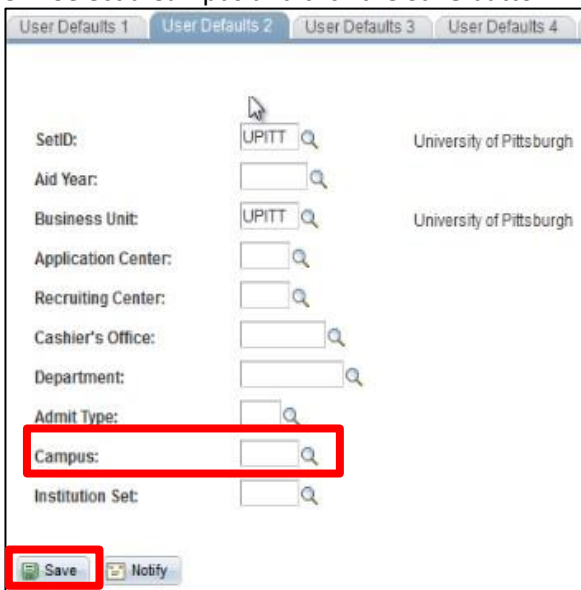
3. Click the **User Defaults** link



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'. The 'Class Search' link is located in the top right section of the main content area.

7. The campus field is now populated

The screenshot shows the University of Pittsburgh Class Search page. The 'Campus' field is populated with 'Pittsburgh Campus'. A callout box with an arrow points to the 'Campus' field, stating: 'The Campus field will now be populated with the default campus from your User Defaults.' The page includes a search form with various criteria such as 'Institution', 'Term', 'Class Search', 'Additional Search Criteria', 'Meeting Start Time', 'Meeting End Time', 'Days of Week', 'Instructor Last Name', 'Class Nbr', 'Course Keyword', 'Minimum Units', 'Maximum Units', 'Course Component', 'Session', 'Campus', and 'Location'. The 'Campus' field is marked as a required field.