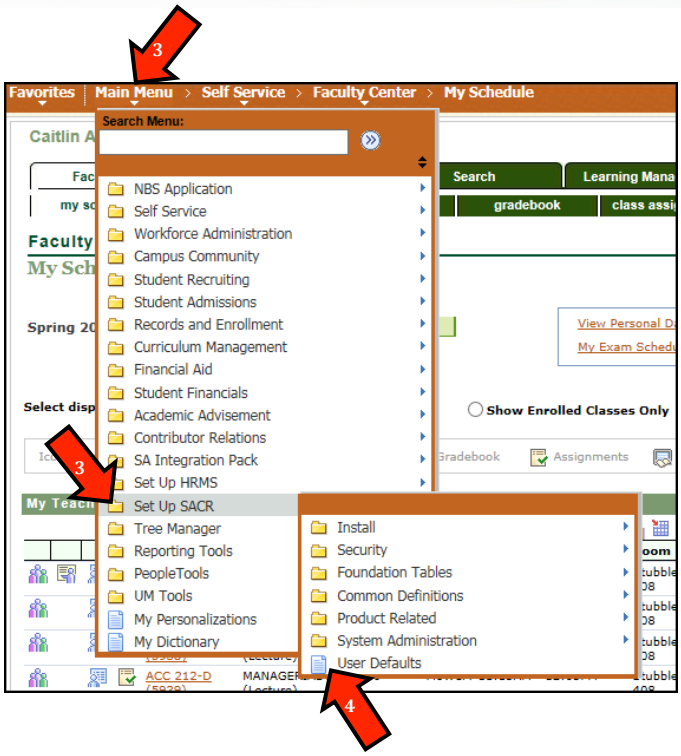
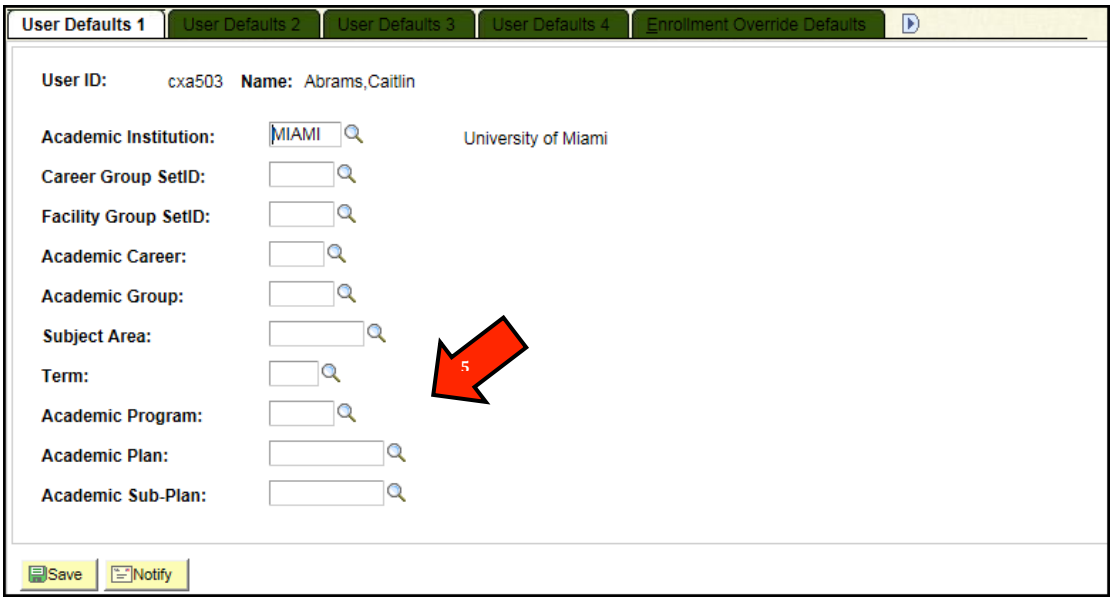
To Set User Defaults:

1. Log into the portal at http://canelink.miami.edu
2. On the **Faculty Home** tab, click the **Go to Faculty Center** button. Your schedule will appear on the main page.
3. Use the menu along the top of the page to navigate to **Main Menu > Set up SACR > User Defaults**.
4. The **User Defaults** page allows you to enter values you wish to appear automatically. For example, if you want a particular term to appear by default when using the **Class Search**, you can enter a **Term** on this page.
5. You can additionally choose a default **Academic Career, Subject Area, Program,** and **Plan** to help make searches easier.