Academic Information Systems
Adviser Password and User Defaults

7/6/08
Version 2.0
Adviser Password and User Defaults

You are responsible for work performed under your security profile. Therefore, do not share your UCSC ID or password with others. Please see the Policies for use of UCSC computing facilities, http://security.ucsc.edu/policies/compuse.shtml.

You may set personal defaults that appear on application pages.

This training manual documents the process by which a user changes their password and sets up basic defaults.

If you have questions please email the AIS Help Desk (ais-help@ucsc.edu).
# Table of Contents

**MODULE 1: PASSWORDS AND FORGOTTEN PASSWORD HELP** .................................................. 1  
Lesson 1: Making a Secure and Memorable Password ........................................................................... 1  
Lesson 2: Changing Your Password ........................................................................................................ 2  
Lesson 3: Setting Forgotten Password Help ............................................................................................. 2  

**MODULE 2: USER DEFAULTS** ............................................................................................................. 4  
Lesson 1: Opening an AIS Session ............................................................................................................ 4  
Lesson 2: Navigating in AIS ...................................................................................................................... 5  
Lesson 3: Setting Up User Defaults ......................................................................................................... 5  
Frequently Asked Questions ...................................................................................................................... 7
Module 1: Passwords and Forgotten Password Help

Objectives:
- Making a Secure and Memorable Password
- Changing Your Password
- Setting Forgotten Password Help

Lesson 1: Making a Secure and Memorable Password

There are a few rules to follow when creating a password:
- Don't use whole words (in any language), especially names
- Make sure it is at least 8 characters
- Include at least 1 number
- Try to include multiple character classes (such as upper- and lower-case letters, punctuation and numerals)
- One of the easier methods for devising a secure password is sometimes known as the acrostic method--Just select a short but memorable phrase. Then simply take the first letter of the first seven or eight words and string them all together--you can add security if you preserve the upper-/lower-case distinction. For example use the phrase “There is more than one way to skin a cat” and make it timtowtsac. Add your favorite number and you have a very unique password timt1wtsac
- A random password generator may be found at http://www.certtest.com/passgen.html

Question and Answer Session
Lesson 2: Changing Your Password

Login to http://my.ucsc.edu with your User ID and Password.

1. Navigate to Change Password.
   Click Change My Password.
   Click on Change Password.

2. Click Current Password text field.
   Enter current password.

3. Click New Password text field.
   Enter new password. Must be eight characters with at least one number.

4. Click Confirm Password text field.
   Re-enter new password.

5. Click OK.

Question and Answer Session

Lesson 3: Setting Forgotten Password Help

Users have the ability to set up a forgotten password question and answer. If a password is forgotten, users may click a link on the login page. If the question is answered correctly, the password is mailed to their UCSC email account.

1. Navigate to Change Password.
   Click Change My Password.
   Click Change or setup up forgotten password help.

2. Click Question text field.
   Select a question.

3. Click Response text field.
Question and Answer Session
Module 2: User Defaults

Objectives:
- Opening an AIS Session
- Navigating in AIS
- Setting Up User Defaults

Lesson 1: Opening an AIS Session
Open an AIS Session to navigate to pages that are not in MyUCSC.

1. Click on the AIS link in the Menu.
   *This opens an AIS Session.*

2. The AIS session is authenticated based on your User ID and Password.
   *If you are taken to a login screen, click your browser’s refresh button.*

3. AIS Campus Solutions looks like this:
Question and Answer Session

Lesson 2: Navigating in AIS

Like MyUCSC, AIS uses folder navigation. When you see something like this:

Set Up SACR > Specify User Defaults

Click the links to access the final page.

Question and Answer Session

Lesson 3: Setting Up User Defaults

You can set personal defaults that appear on application pages. Default values are loaded into data pages automatically for a specific user ID. The user defaults that you set can be overridden on any page in the system. User defaults can save time and minimize data entry errors; however, user defaults are entirely optional. Fields with an asterisk are recommended settings.

1. Navigate to User Defaults:
   Set Up SACR > User Defaults.
2. User Defaults 1.
   a. Academic Institution*: UCSCM
   b. Career Group*: UCSCM
   c. Facility Group*: UCSCM
   d. Academic Career: (You can choose an academic career default if you are primarily working within one career, e.g., you are working only with undergraduate or graduate students. If you need to see another career, you can overwrite the default value.)
   e. Academic Group*: GEN
   f. Subject Area: (choose a subject area default, e.g., HAVC – must select an Academic Career)
   g. Term: (choose a term default – must select an Academic Career)
   h. Academic Program: (how a student was admitted – must select an Academic Career)
   i. Academic Plan: (choose a default academic plan – major)
   j. Academic Sub-Plan: (choose a default academic sub-plan – formerly major – must select an Academic Plan)

   a. SetID: UCSCM
   b. Business Unit: UCSCM
   c. Campus: MAIN
   d. Institution Set: UCSCM

4. User Defaults 3 – None.

5. User Defaults 4 – Recommended Values.
   a. Carry ID: checked
   b. Output Destination: Page
   c. Transcript Type: adviser choice

6. Click Save.

Question and Answer Session
Frequently Asked Questions

Q. How often should I change my password?
A. *While the system will not require users to change passwords, it is recommended users change their passwords every month.*

Q. When I perform a Look Up on Transcript type when setting up my User Defaults, I don’t see any values. Why is that?
A. *You may not have appropriate Row Level Security set up. Please email Tchad Sanger (cpsanger@ucsc.edu).*

Q. I am trying to set up an Academic Sub-Plan. When I click on the Look Up button and execute the Look Up, the system tells me there are “No matching values.” Why?
A. *Many fields in AIS require entry in one or many other fields to have a matching value. This is a data integrity feature in AIS. Relating fields means a user is not able to put the European History Concentration (SubPlan) with the Graduate History PhD (Plan) with the Undergraduate Second B.A Program (Program) and Graduate Career (Career). To get matching values at the SubPlan level, you need Career, Program and Plan values entered.*