

Setting Overall User Preference

Purpose: Use this document as a guideline to set up user preferences for PeopleSoft users in ctcLink.

Audience: Finance or Business Office Staff.

 You must have at least one of these local college managed security roles:

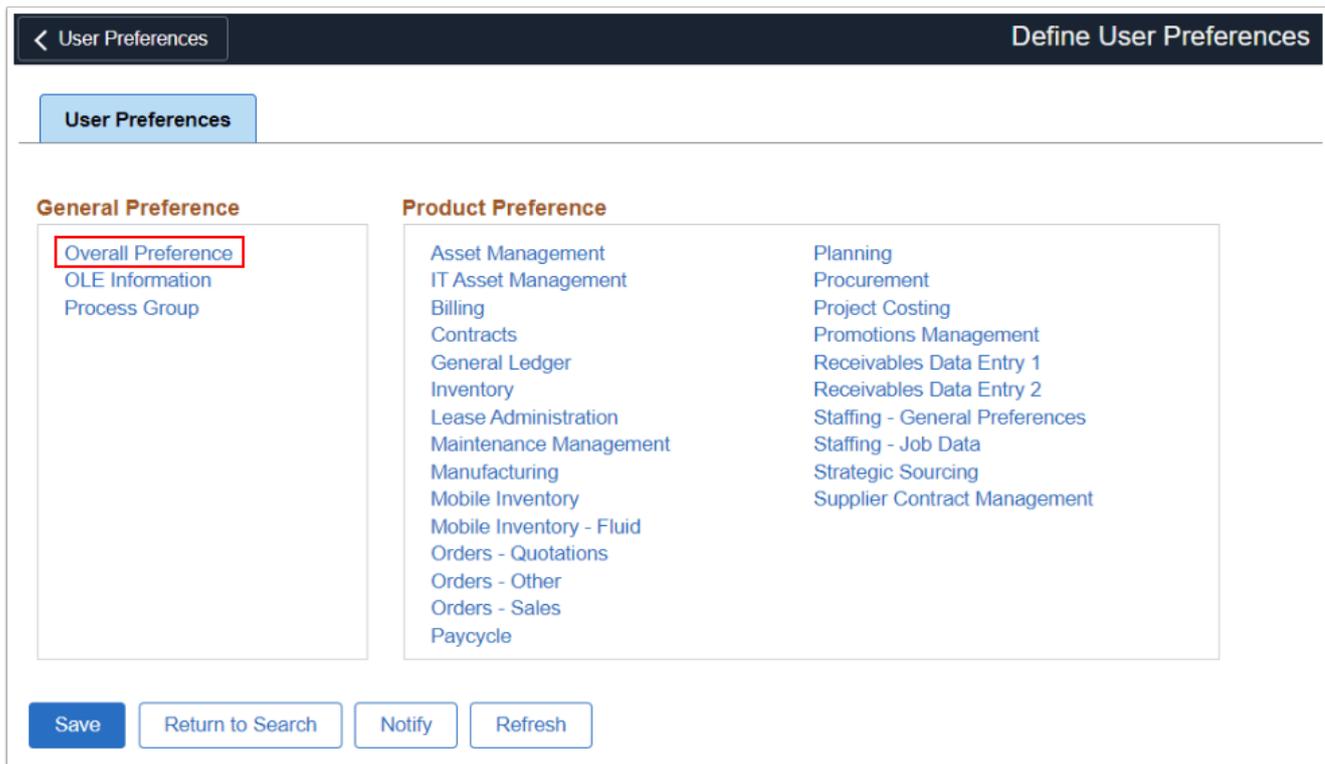
- ZD Local Security Admin

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Set Overall User Preference

Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences

1. The **User Preferences** search page is populated with the User ID with which you are currently signed in.
2. Select the **Search** button.
3. Use the **User Preferences** page to define profiles for PeopleSoft system users.
4. Select the **Overall Preference** menu. Use the **Overall Preferences** page to define the default values for the specified user ID.



6. The **Overall Preference** page displays. Optional to update **Name** if needed.
7. Use the **As of Date** field to supply the "as of" date for the ChartField Combination Edit process. Select the **As of Date** field. Enter the desired information into the **As of Date** field i.e., 03/03/2018.
8. Select the **Save** button.
9. Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to [Setting Overall User Preference](#). This link will open in a new tab/window.