**User Defaults** are used throughout DukeHub/PeopleSoft to place pre-selected values into specific fields. Institution, Career, Aid Year, and Term are all fields that are commonly populated with User Default values. Since the values in the User Default pages refer to Term and Year values, it is likely you will need to update these values often.

To update your **User Defaults** –

1. **Starting from the Main Menu**

2. **Navigate to User Defaults.**
3. *User Defaults* has multiple pages which can be updated. Below are examples of how these pages are commonly configured.
   a. *Please note – you will need to use the values most appropriate for your needs.*

**User Defaults 1** – Common values include Institution, Career and Term.

![User Defaults 1 Image]

**User Defaults 2** – Common values include SetID, Aid Year, Business Unit, Campus and Institution Set.

![User Defaults 2 Image]
Communication Sped Keys – Communication Speed Keys are macros that will populate required fields when you add a Communication. There are Speed Keys for each Administrative Function. You can select a Default Comm Key for each Admin Function.

- Choosing a default will cause all the Speed Key values to populate as soon as the Admin Function is chosen on the Communication Management page. **Red Arrow**
- There are hundreds of Speed Keys. Users can select the **Find** hyperlink to look for a specific letter code. **Green Arrow**

User 3C Groups Summary – This is a summary page that displays which 3C Groups you will be able to see in DukeHub. 3C Group Security is tied to Checklists, Comments and Communications.