



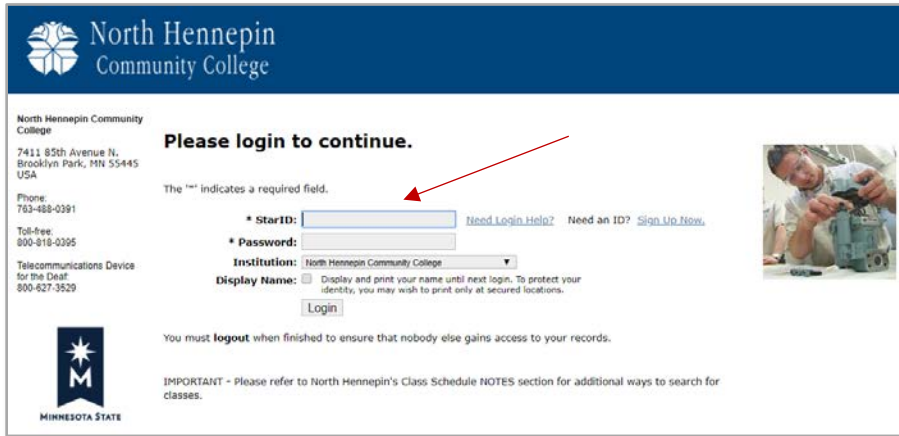
uAchieve Self-Service for Students

Running an Audit

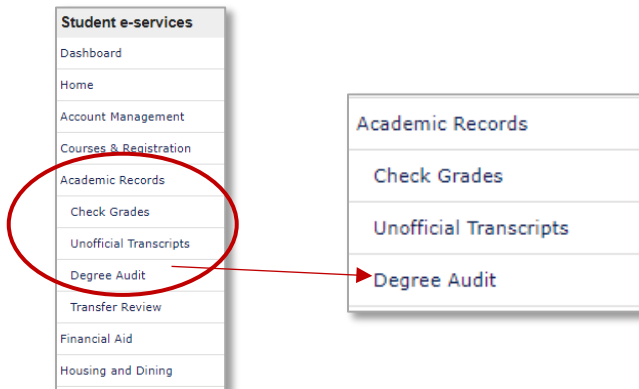
Steps

Follow these steps to run a degree audit in uAchieve Self-Service.

- Login to your institution eServices account



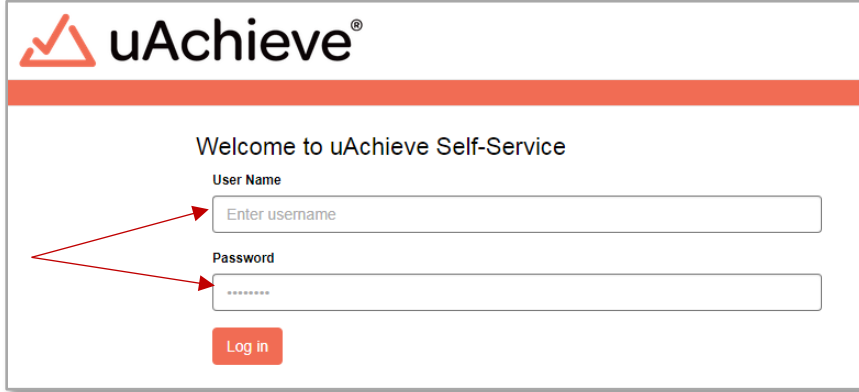
- Select 'Academic Records' on the left-hand navigation and then click 'Degree Audit Portal'



- Select 'Click here to access Degree Audit Self-Service'

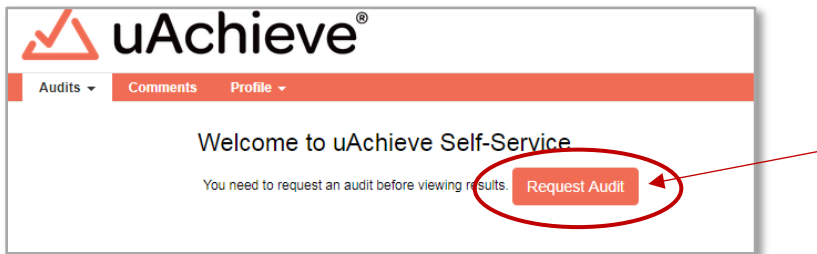


- Log in to uAchieve Self-Service with your StarID and Password.



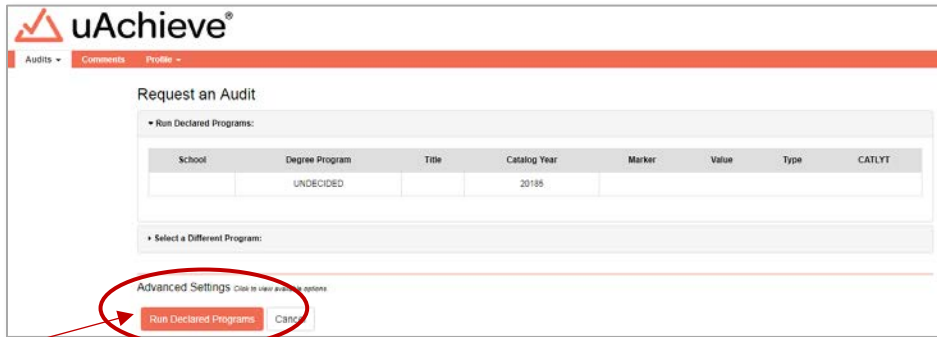
The image shows the uAchieve Self-Service login page. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is displayed. There are two input fields: "User Name" with the placeholder text "Enter username" and "Password" with a masked password "*****". A red "Log in" button is positioned below the password field. Two red arrows point to the User Name and Password fields.

- The very first time you log in, you will see the screen below. Select 'Request Audit.'



The image shows the uAchieve Self-Service dashboard after login. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is displayed. There is a navigation bar with "Audits", "Comments", and "Profile" tabs. Below the navigation bar, the text "You need to request an audit before viewing results." is displayed. A red "Request Audit" button is positioned to the right of the text. A red circle highlights the "Request Audit" button, and a red arrow points to it.

- Select 'Run Declared Programs' to run an audit of your currently declared major and a Minnesota Transfer Curriculum audit.

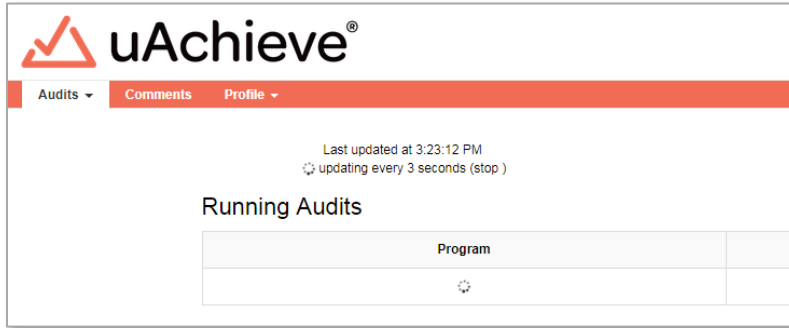


The image shows the uAchieve Self-Service "Request an Audit" page. At the top left is the uAchieve logo. Below it, the text "Request an Audit" is displayed. There are two sections: "Run Declared Programs:" and "Select a Different Program:". The "Run Declared Programs:" section contains a table with the following data:

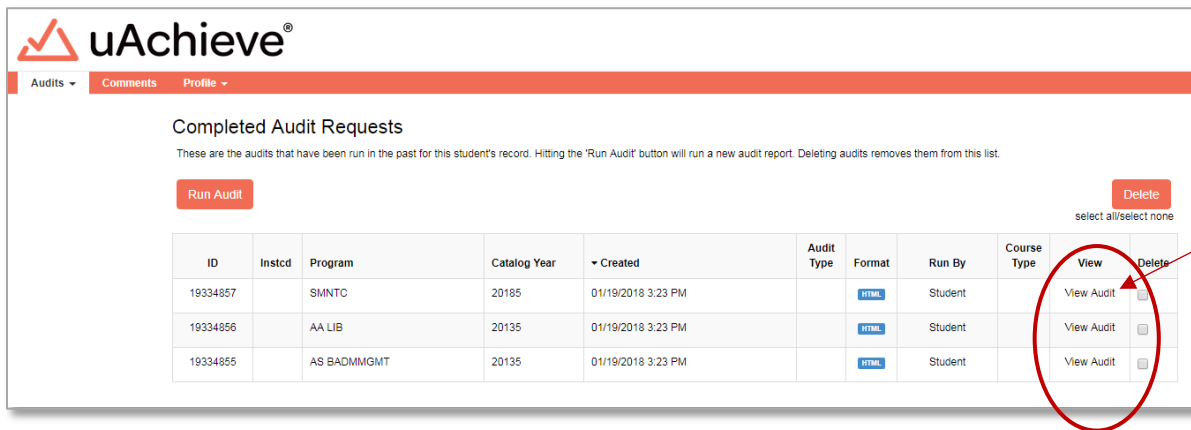
School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	UNDECIDED		20185				

Below the table, there is a "Select a Different Program:" section. At the bottom of the page, there is an "Advanced Settings" section with a "Run Declared Programs" button. A red circle highlights the "Run Declared Programs" button, and a red arrow points to it.

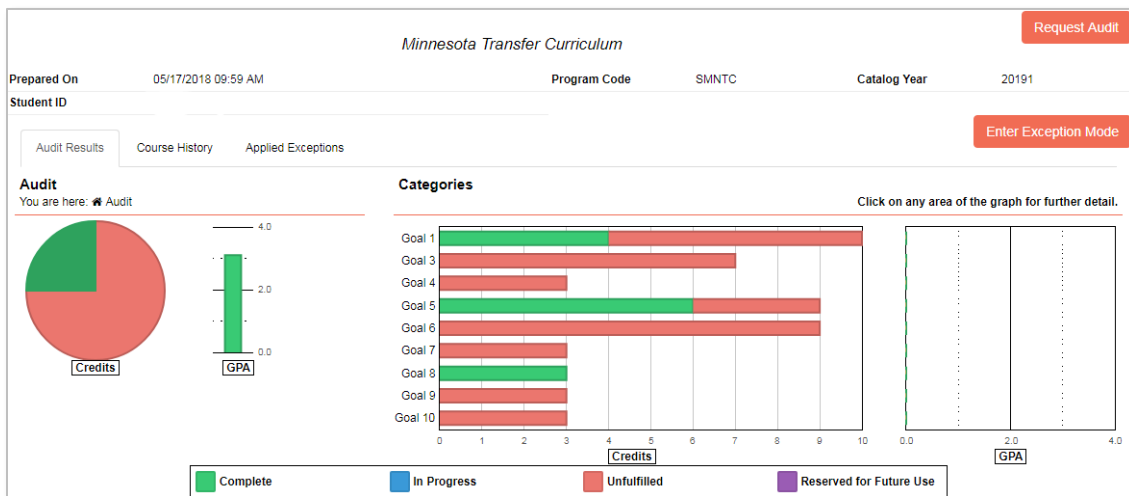
- The following screen will appear, which means the system is creating your audit(s).



- Select 'View Audit' next to whichever audit you would like to view.



- Example of what your audit will resemble:



Updated: 4/8/2019