



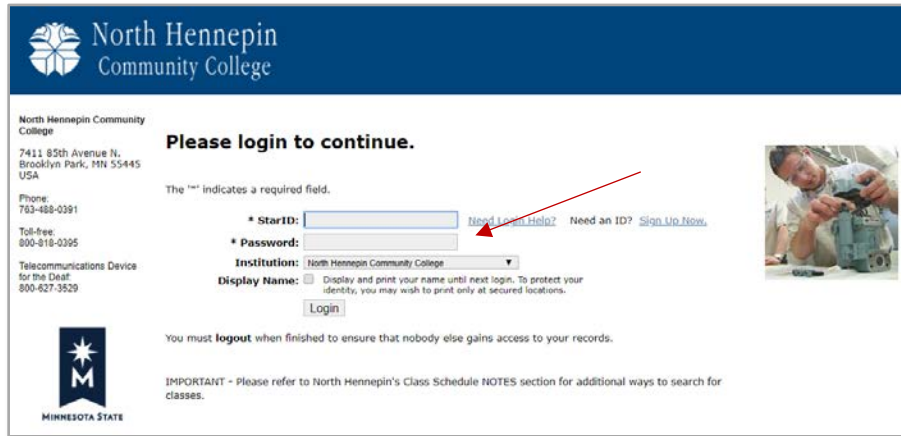
uAchieve Self-Service for Students

Running a 'What-If' Audit

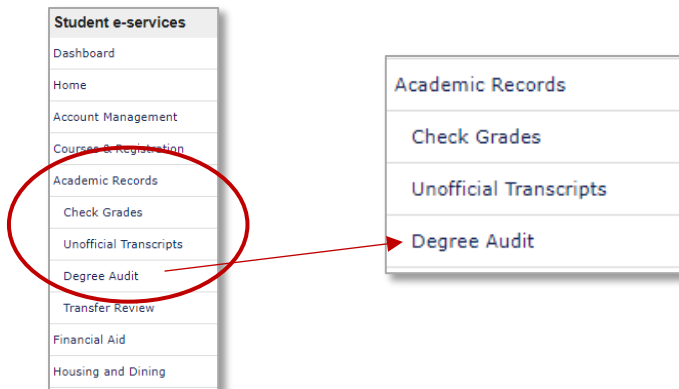
Steps

Follow these steps to run a 'what-if' audit in uAchieve Self-Service.

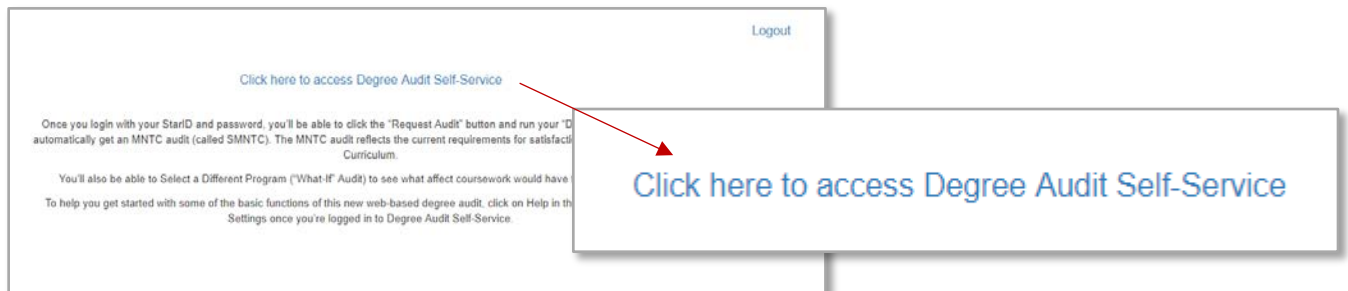
- Login to your institution eServices account



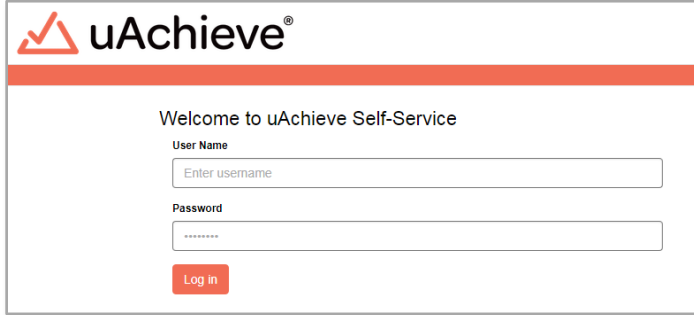
- Click on 'Academic Records' on the left-hand navigation and then click 'Degree Audit Portal'



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

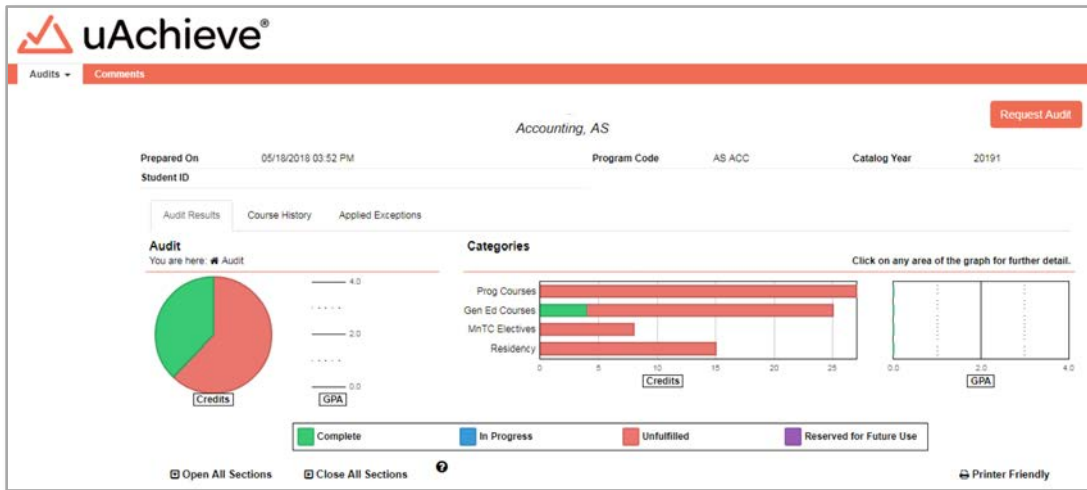


- Log in to uAchieve Self-Service with your StarID and Password.

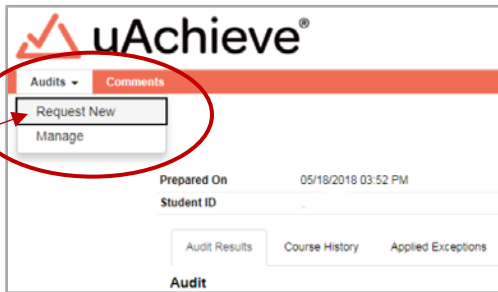


The image shows the uAchieve Self-Service login page. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is displayed. There are two input fields: "User Name" with a placeholder "Enter username" and "Password" with a placeholder "*****". A red "Log in" button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

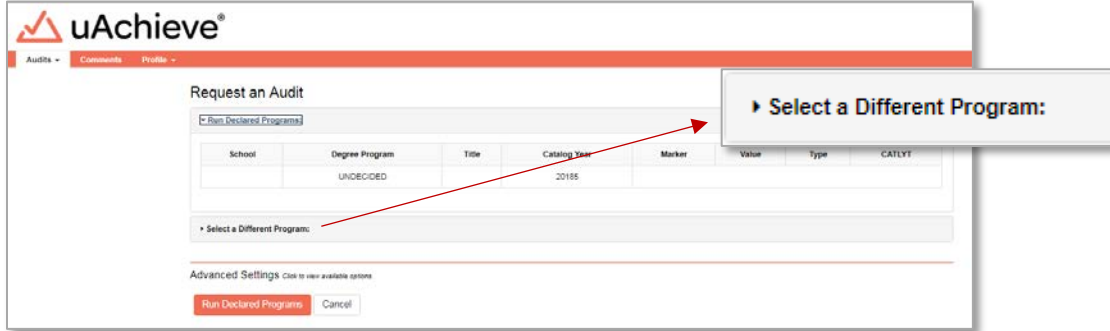
- If you have a run an audit before, when you log in, Self-Service will display the last audit that you viewed.



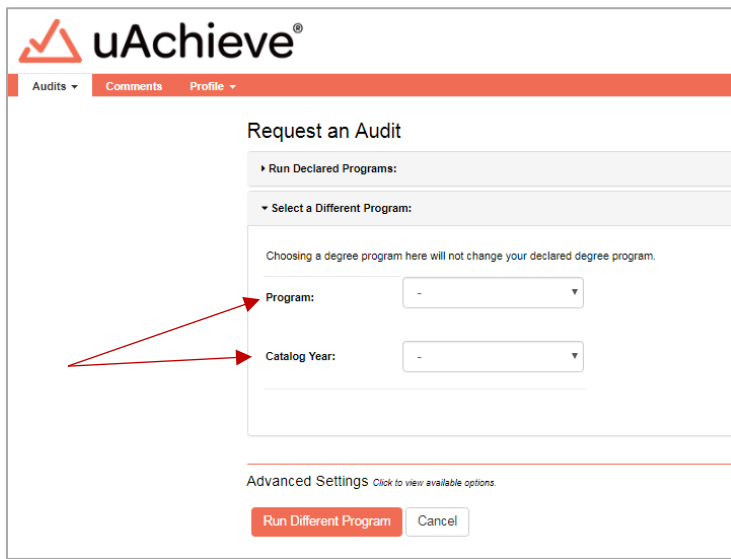
- Under the 'Audits' tab, click on 'Request New.'



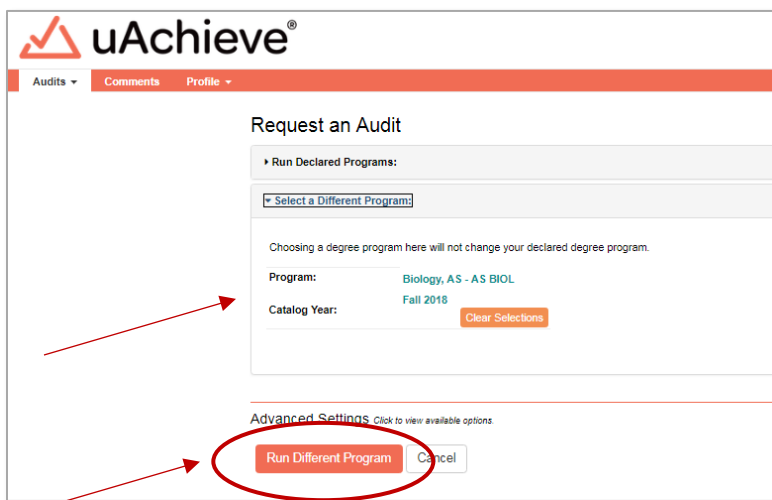
- Click on 'Select a Different Program.'



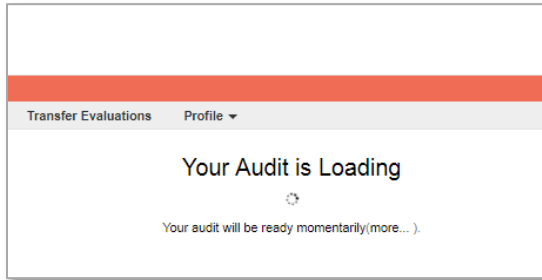
- From the drop-down menus, select program and catalog year.



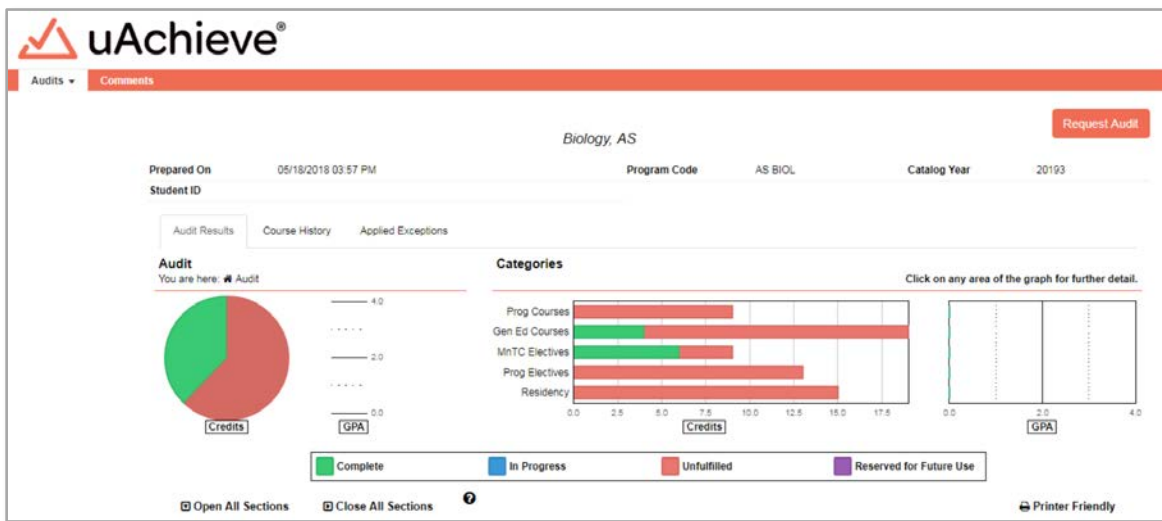
- Once you have your selections made, click on 'Run Different Program.'



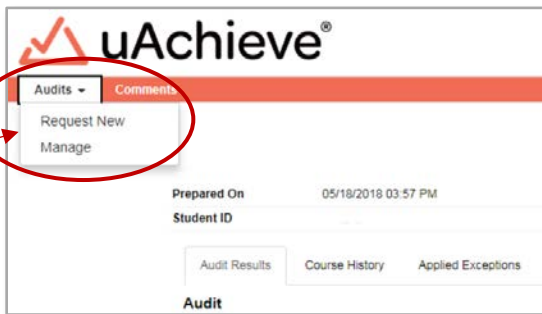
- You will see the following screen stating that 'Your Audit is Loading.' This process can take a few moments.



- The 'what-if' audit should automatically display and you've successfully run a 'what-if' audit.



- At this point, under the 'Audits' tab you could click on 'Request New' to run a new 'what-if' audit, or 'Manage' to view any audits that you have recently ran.



- Example of 'Manage' screen that shows the audits you have recently run.

uAchieve®

Audits ▾ Comments Profile ▾

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)

select all select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
19335716		AS ACC	20191	02/05/2018 10:29 AM	WILSON	HTML	Student		View Audit	<input type="checkbox"/>
19335715		SMINTC	20185	02/05/2018 10:29 AM		HTML	Student		View Audit	<input type="checkbox"/>
19335726		NO AUDIT	20173	02/05/2018 10:29 AM		HTML	Student		View Audit	<input type="checkbox"/>

Updated: 4/8/2019