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.

• If you have 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.

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