Steps

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

- Login to your institution eServices account
- Select ‘Academic Records’ on the left-hand navigation and then select ‘Degree Audit Portal’
- Select ‘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, select ‘Request New.’
- Select ‘Select a Different Program.’

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

- Once you have your selections made, select ‘Run Different Program.’
• You will see the following screen stating that ‘Your Audit is Loading.’ This process can take a few moments.

![Image of Your Audit is Loading screen]

• The ‘what-if’ audit should automatically display and you’ve successfully run a ‘what-if’ audit.

![Image of uAchieve audit screen]

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

![Image of uAchieve Audits tab]

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• Example of ‘Manage’ screen that shows the audits you have recently run.

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