

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

North Comm	Hennepin <sup>unity</sup> College			
North Hennepin Community College 7411 85th Avenue N. Brook/yn Park, Mt S5445 USA Phone: 783-489-0391 Toll-feed: 800-318-0395	Please login to continue The <sup>rear</sup> indicates a required field. * StartD: * Password:	IC.	Need an ID? Sign Up Now,	
Telecommunications Device	Institution: North Hennepin Comm	unity College V		10:
for the Deaf. 800-627-3529	Display Name: Display and print identity, you may Login	t your name unbi next login. To protect y wish to print only at secured location	t your is.	
MIRRESOTA STATE	You must <b>logout</b> when finished to ensure the IMPORTANT - Please refer to North Hennepin classes.	it nobody else gains access to yo 's Class Schedule NOTES section	ur records. for additional ways to search for	

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



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

	Logout
Click here to access Degree Audit Self-Service	
Once you login with your StarlD and password, you'll be able to click the "Request Audit" button and run your "Declared automatically get an MNTC audit (called SMNTC). The MNTC audit reflects the current requirements for satisfaction of the Curriculum. You'll also be able to Select a Different Program ("What-II" Audit) to see what affect coursework would have toward of To help you get started with some of the basic functions of this new web-based degree audit, click on Help in the upper in Settings once you're logged in to Degree Audit Setf Service.	Click here to access Degree Audit Self-Service

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

\rm Machieve®	
Welcome to uAchieve Self-Se User Name Enter username Password Log In	rvice

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

$\mathbf{N}$	uAchieve®	
Audits 🗸	Comments Profile -	
	Welcome to uAchieve Self-Service You need to request an audit before viewing results. Request Audit	

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

Request an	Audit						
Run Declared Pr	ograms:						
School	Degree Program	Title	Catalog Year	Marker	Value	Туре	CATI
	UNDECIDED		20185				
Select a Differen	Program:						

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

🔬 uAchieve®								
Audits - Comments Profile -								
	Last updated at 3:23:12 PM transformation (stop )							
	Running Audits							
	Program							
	<u>ن</u>							

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

🛆 uAc	hiev	∕e <sup>®</sup>									
dits - Comments	Profile 👻										
	Complete	ed Auc	lit 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/s	select none
	ID	Instcd	Program	Catalog Year	- Created	Audit Type	Format	Run By	Course Type	View	Delete
	19334857		SMNTC	20185	01/19/2018 3:23 PM		HTML	Student	1	View Audit	
	19334856		AA LIB	20135	01/19/2018 3:23 PM		HTML	Student		View Audit	
	19334855		AS BADMMGMT	20135	01/19/2018 3:23 PM		HTML	Student		View Audit	
									· \		

• Example of what your audit will resemble:

		Minnesota Trans	fer Curriculum			Request Audit
Prepared On	05/17/2018 09:59 AM		Program Code	SMNTC	Catalog Year	20191
Student ID						
Audit Results	Course History Applied Exceptions					Enter Exception Mode
Audit		Categories			Click	- 6 4 h
You are here. W AL					Click on any area	of the graph for further detail.
	4.0	Goal 1				
	· ·	Goal 3				
	2.0	Goal 4				
		Goal 5				
		Goal 6				
	0.0	Goal 7				
Credits	GPA	Goal 8				
		Goal 9				
		Goal 10				
		0 1	2 3 4 5 Credits	6 7 8	9 10 0.0	2.0 4.0 GPA
	Complete	In Progress	Unfulfilled		Reserved for Future Use	

Updated: 4/8/2019