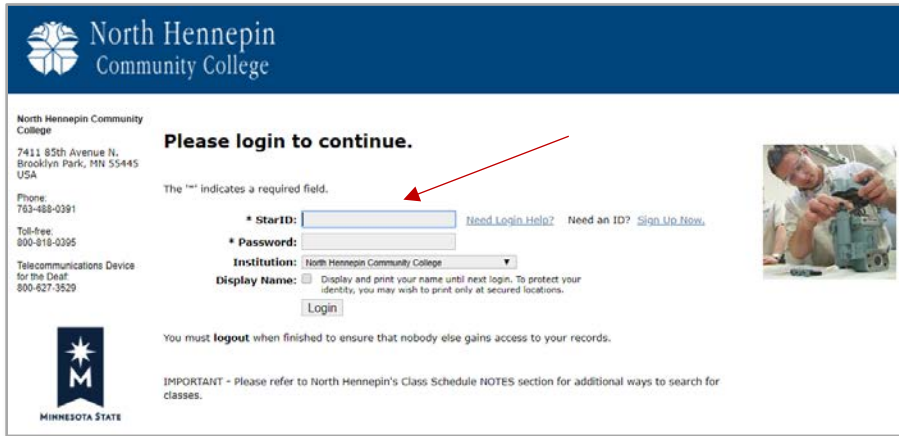# uAchieve Self-Service for Students
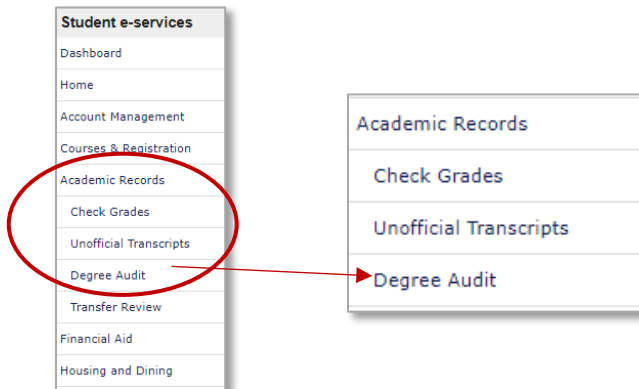
Running an Audit

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'

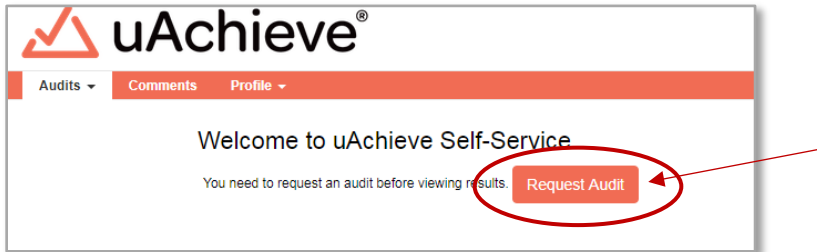- Select 'Click here to access Degree Audit Self-Service'

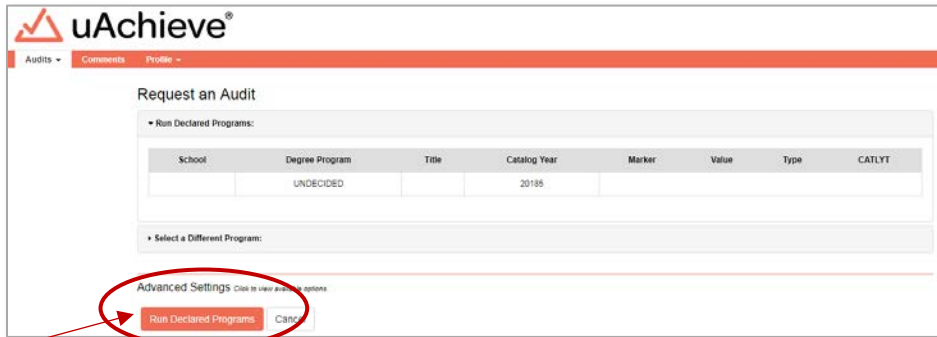- Log in to uAchieve Self-Service with your StarID and Password.

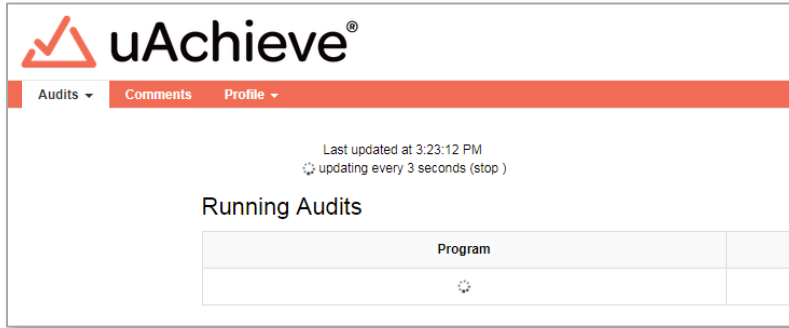- The very first time you log in, you will see the screen below. Select 'Request Audit.'

- Select 'Run Declared Programs' to run an audit of your currently declared major and a Minnesota Transfer Curriculum audit.
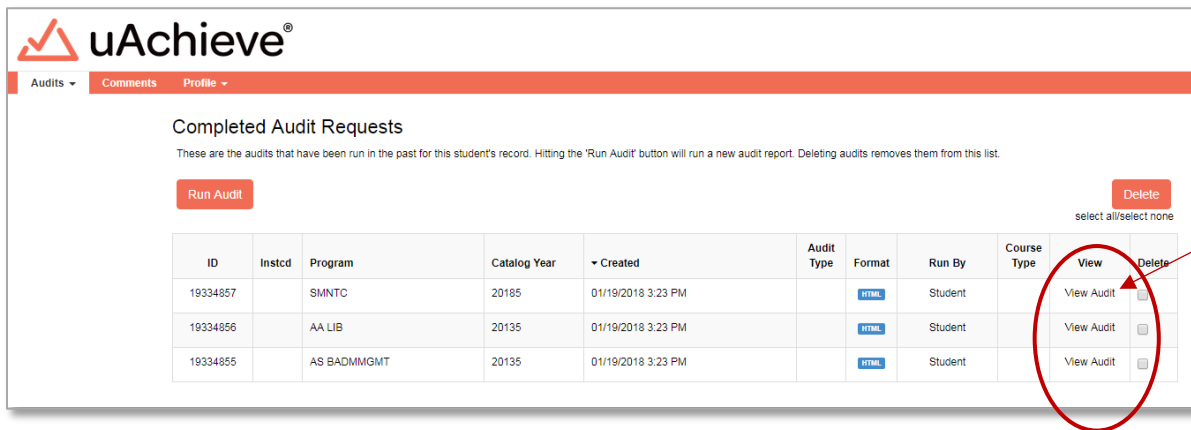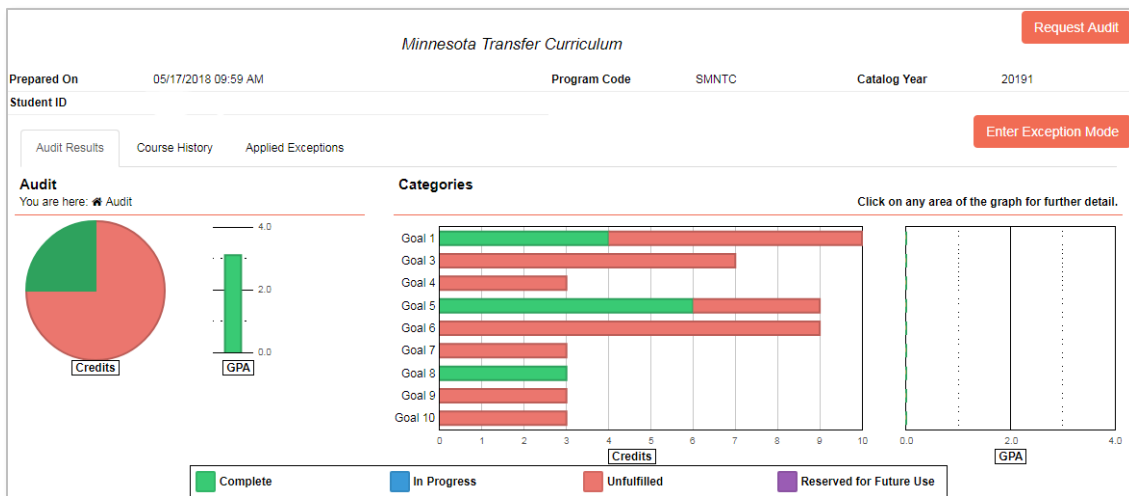
- The following screen will appear, which means the system is creating your audit(s).

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

- Example of what your audit will resemble:

Updated: 4/8/2019