



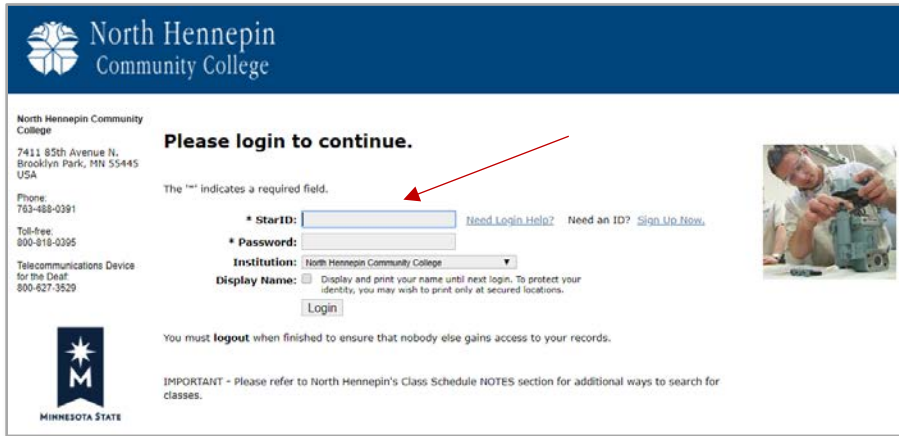
uAchieve Self-Service for Students

Running an Audit

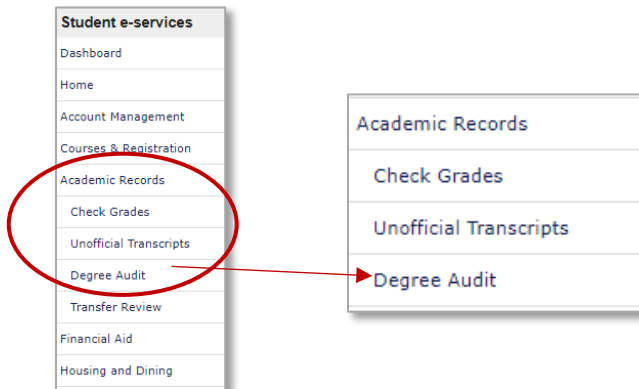
Steps

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'

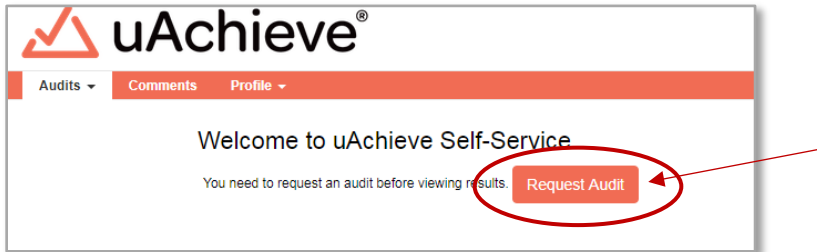


- Log in to uAchieve Self-Service with your StarID and Password.



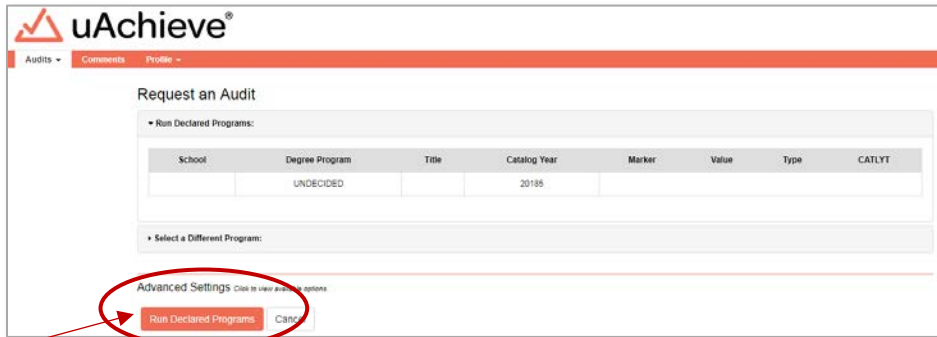
The image shows the uAchieve Self-Service login page. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is displayed. There are two input fields: "User Name" with the placeholder text "Enter username" and "Password" with a masked field of asterisks. A red "Log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

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



The image shows the uAchieve Self-Service dashboard after a successful login. At the top left is the uAchieve logo. Below it, there is a navigation bar with "Audits", "Comments", and "Profile" options. The main content area displays "Welcome to uAchieve Self-Service" and a message: "You need to request an audit before viewing results." A red "Request Audit" button is highlighted with a red circle, and a red arrow points to it from the right.

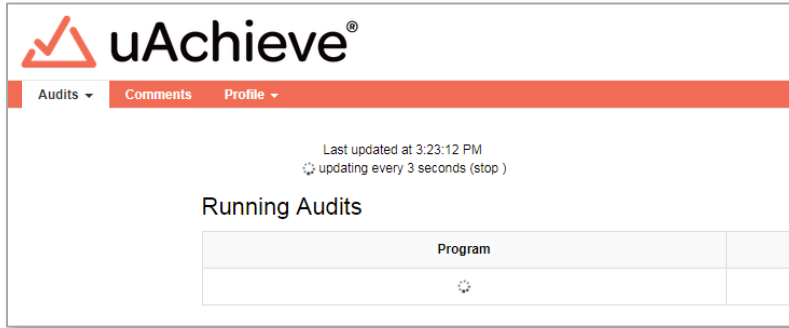
- Select 'Run Declared Programs' to run an audit of your currently declared major and a Minnesota Transfer Curriculum audit.



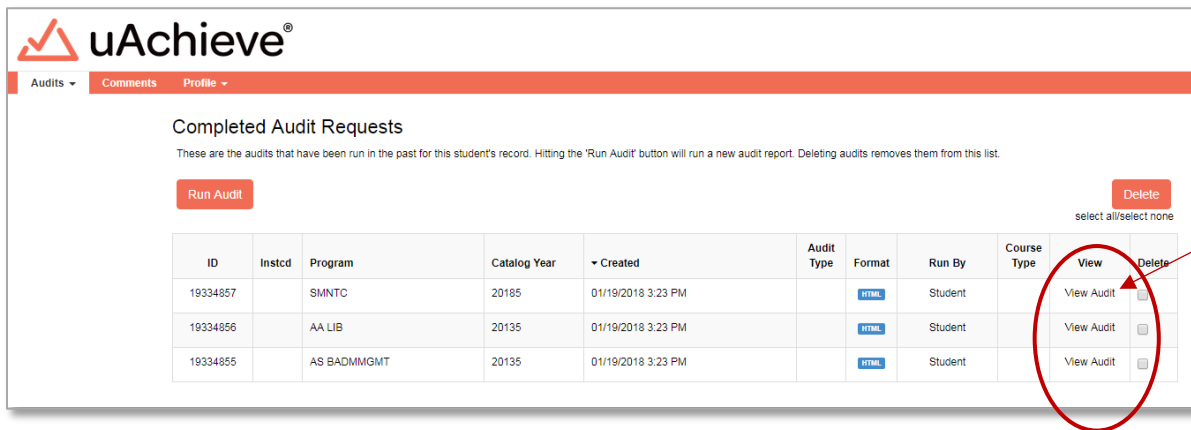
The image shows the "Request an Audit" screen in uAchieve Self-Service. At the top left is the uAchieve logo. Below it, there is a navigation bar with "Audits", "Comments", and "Profile" options. The main content area displays "Request an Audit" and a table titled "Run Declared Programs:" with columns: School, Degree Program, Title, Catalog Year, Marker, Value, Type, and CATLYT. The table contains one row with "UNDECIDED" in the Degree Program column and "20185" in the Catalog Year column. Below the table, there is a section titled "Select a Different Program:" and a link for "Advanced Settings". A red "Run Declared Programs" button is highlighted with a red circle, and a red arrow points to it from the left.

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	UNDECIDED		20185				

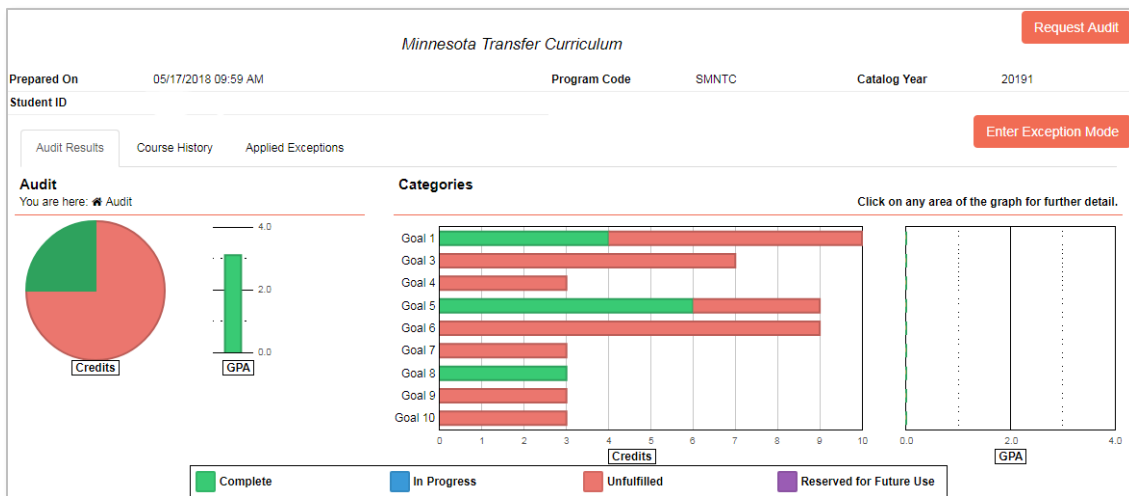
- The following screen will appear, which means the system is creating your audit(s).



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



- Example of what your audit will resemble:



Updated: 4/8/2019