

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 eServices account using your StarID login information

SAINT PAUL COLLEGE
A Community & Technical College

Please login to continue.

The '*' indicates a required field.

* **StarID:** [Need Login Help?](#) Need an ID? [Sign Up Now.](#)

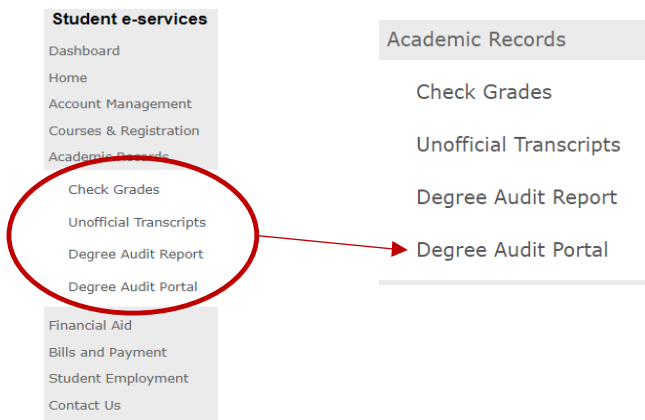
* **Password:**

Institution: Saint Paul College

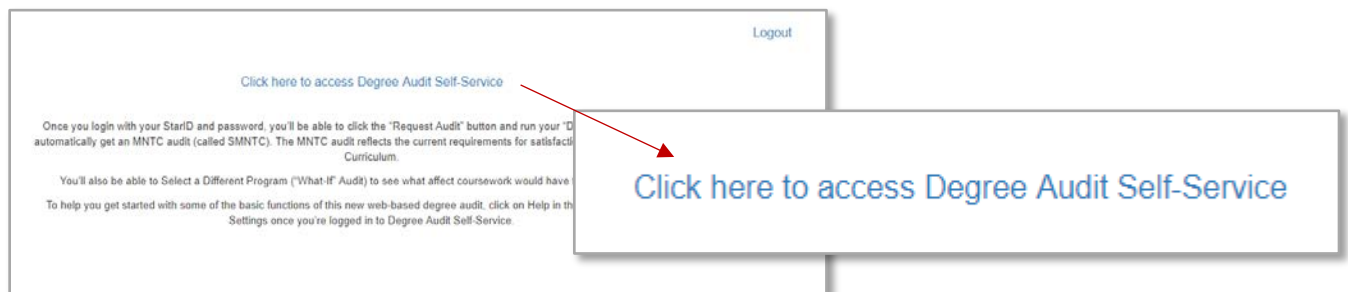
Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

You must **logout** when finished to ensure that nobody else gains access to your records.

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



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

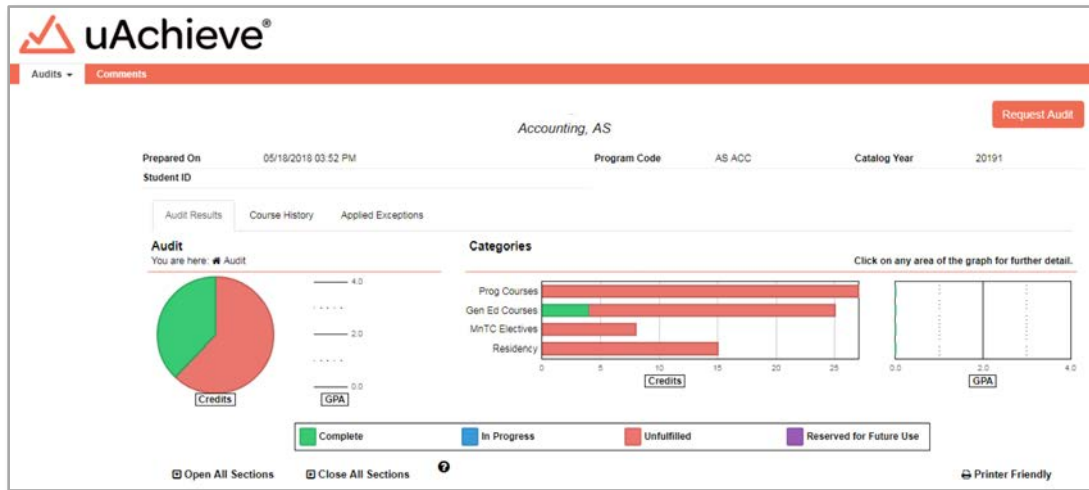


- Log in to uAchieve Self-Service with your StarID and Password.

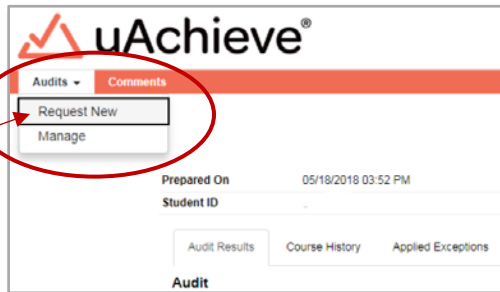


The image shows the uAchieve Self-Service login page. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is displayed. There are two input fields: "User Name" with a placeholder "Enter username" and "Password" with a placeholder "*****". A red "Log in" button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

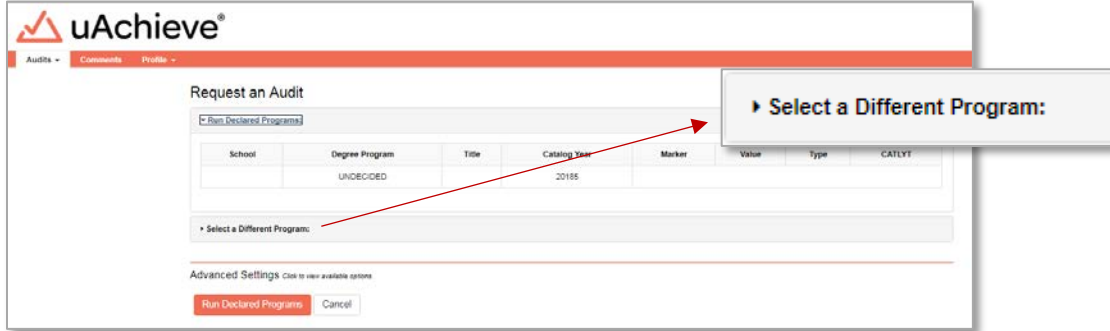
- If you have run an audit before, when you log in, Self-Service will display the last audit that you viewed.



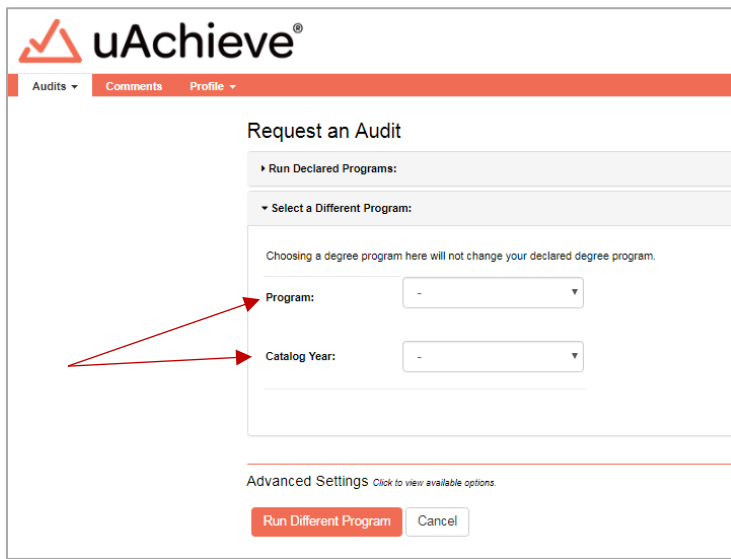
- Under the 'Audits' tab, click on 'Request New.'



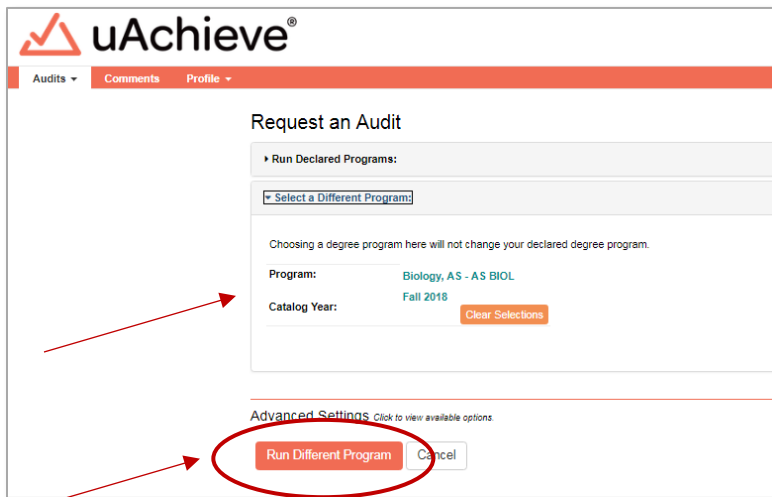
- Click on 'Select a Different Program.'



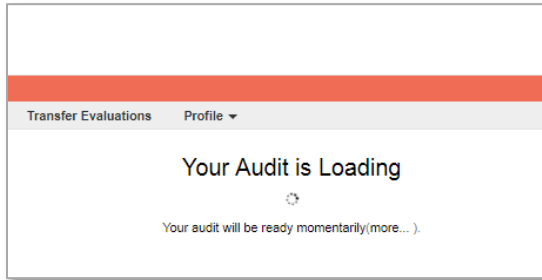
- From the drop-down menus, select the desired program and catalog year.



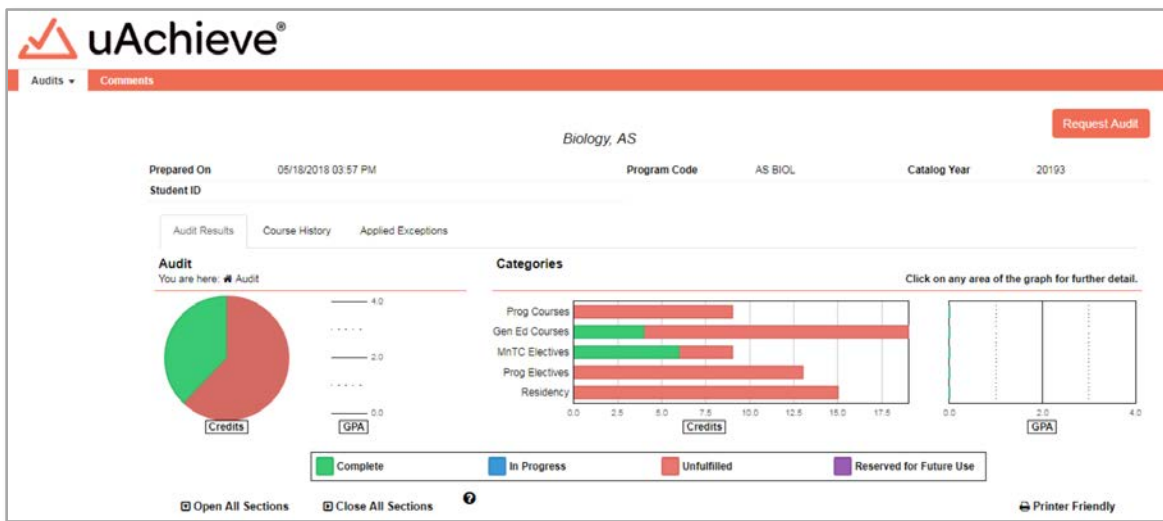
- Once you have your selections made, click on 'Run Different Program.'



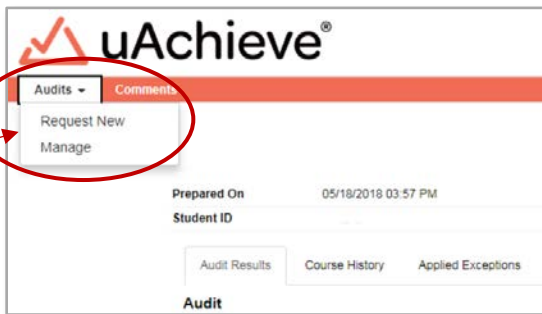
- You will see the following screen stating that 'Your Audit is Loading.' This process can take a few moments.



- Once loaded, the 'what-if' audit should automatically display.



- At this point, under the 'Audits' tab you can click on 'Request New' to run a new 'what-if' audit, or 'Manage' to view any audits that you have recently run.



- Example of 'Manage' screen that shows the audits you have recently run.

uAchieve®

Audits ▾ Comments Profile ▾

Completed Audit 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 select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
19335716		AS ACC	20191	02/05/2018 10:29 AM	FAILED	HTML	Student		View Audit	<input type="checkbox"/>
19335715		SMINTC	20185	02/05/2018 10:29 AM		HTML	Student		View Audit	<input type="checkbox"/>
19335726		NO AUDIT	20173	02/05/2018 10:29 AM		HTML	Student		View Audit	<input type="checkbox"/>

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