## uAchieve Self-Service for Students

## **Running an Audit**

## **Steps**

Follow these steps to run a degree audit in uAchieve Self-Service.

• Login to your eServices account using your StarID login information

	AUL COLLEGE x Technical College	
Saint Paul College	Please login to continue.	
235 Marshall Ave. Saint Paul, MN 55102 JSA	The '*' indicates a required field.	
Phone: 551.846.1600	* StarID: <u>Need Login Help?</u> Need an ID? <u>Sign Up Now</u> * Password:	2
Toll-free: 800.227.6029 Fax: 551.846.1703	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.  Login	
	You must <b>logout</b> 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'

	Logout
Click here to access Degree Audit Self-Service	
Once you login with your StarID and password, you'll be able to click the "Request Audit" button and run your "Declain automatically get an MNTC audit (called SMNTC). The MNTC audit reflects the current requirements for satisfaction of t Curriculum.	
You'll also be able to Select a Different Program ('What-IF Audit) to see what affect coursework would have toward	Click here to access Degree Audit Self-Service
To help you get started with some of the basic functions of this new web-based degree audit, click on Help in the uppe Settings once you're logged in to Degree Audit Self-Service.	Click here to access Degree Addit Scil-Scivice

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

🔬 uAc	chieve®
	Welcome to uAchieve Self-Service User Name Enter username Password Log in

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

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Audits - Comments Profile -	
Welcome to uAchieve Self-Service You need to request an audit before viewing results. Request Audit	

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

Rei	quest an Aud	it						
	un declareu Program	•						
	School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATL
		UNDECIDED		20185				
• 5	elect a Different Progra	arm:						

• You will see this screen, which means the system is creating your audit(s).

uAchieve <sup>®</sup>									
Audits -	Audits - Comments Profile -								
	Last updated at 3:23:12 PM								
	Running Audits								
	Program								
	<u>ې</u>								

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

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udits - Comments	Profile 👻										
	Complete	ed Aud	dit Requests								
	These are the a	udits that h	ave been run in the past for this	s student's record. Hitting th	e 'Run Audit' button will run a new a	udit report. Deleting a	audits remov	es them from this	ist.		
	Run Audit										Delete
										select all/s	select none
	ID Insted Program Catalog Year - Created Type Format Run By Type View									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 Tran	sfer 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				
You are here: 🖨 Audi	it				Click on any area	of the graph for further detail.
	4.0	Goal 1				
		Goal 3				
	2.0	Goal 4				
		Goal 5				
		Goal 6				
Credits	0.0	Goal 7				: : : : :
oround		Goal 8				
		Goal 9				
			2 3 4 5	6 7 8	9 10 00	20 40
			Credits			GPA
	Complete	In Progress	Unfulfilled		Reserved for Future Use	

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