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

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

• Click ‘Run Declared Programs’ to run an audit of your currently declared major and a Minnesota Transfer Curriculum audit.
• You will see this screen, which means the system is creating your audit(s).

![uAchieve Screen]

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

![Completed Audit Requests]

• Example of what your audit will resemble:

![Audit Results]

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