Running a Degree Audit (DARS) for your Declared Major

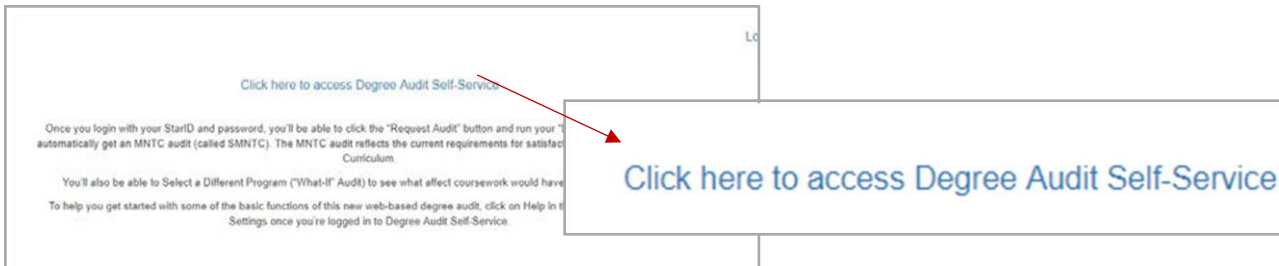## uAchieve Self-Service for Students

Steps

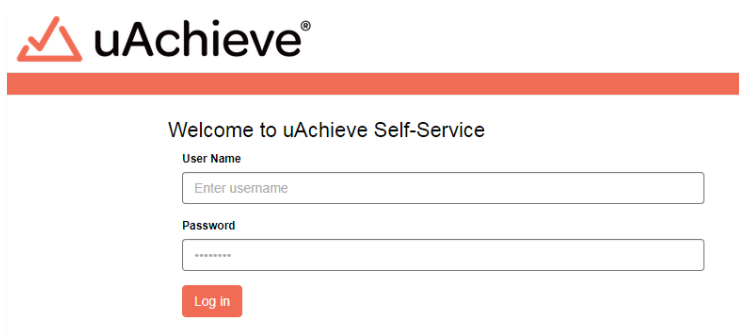*Follow these steps to run your degree audit (DARS) in uAchieve Self-Service.*

• Login to your eServices account & click on 'Academic Records' on the left-hand side, then click 'Degree Audit Portal.'

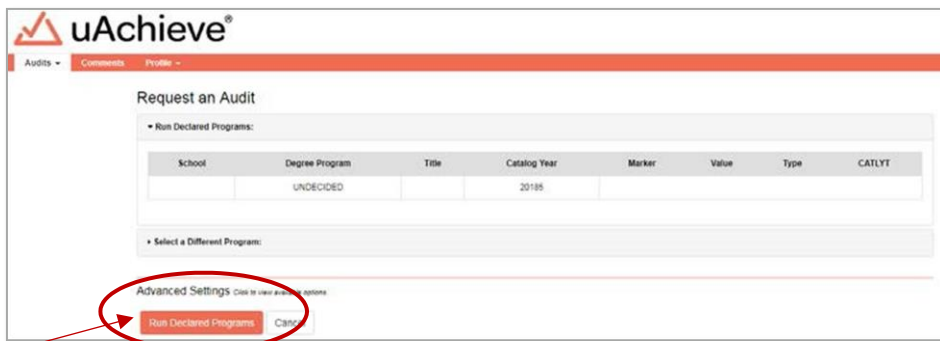• Click 'Click here to access Degree Audit Self-Service.'

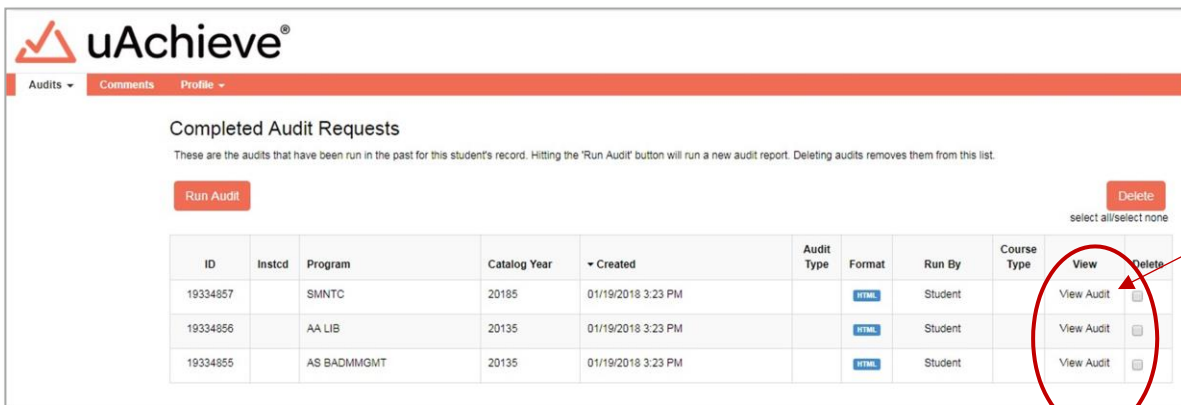• Log in to uAchieve Self-Service with your StarID and Password.

• 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 an MN Transfer Curriculum audit.

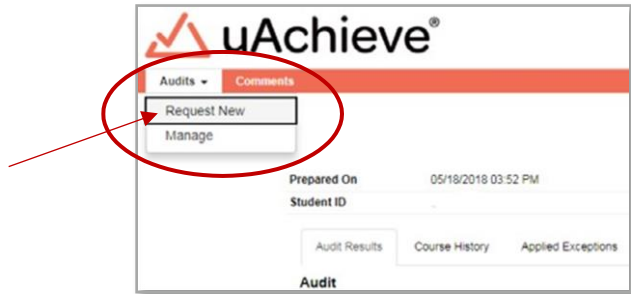• Click 'View Audit' next to whichever audit you would like to view.

For tips on reading your audit visit: www.minnstate.edu/system/asa/dars/docs/SelfServiceStudentsTips.pdf
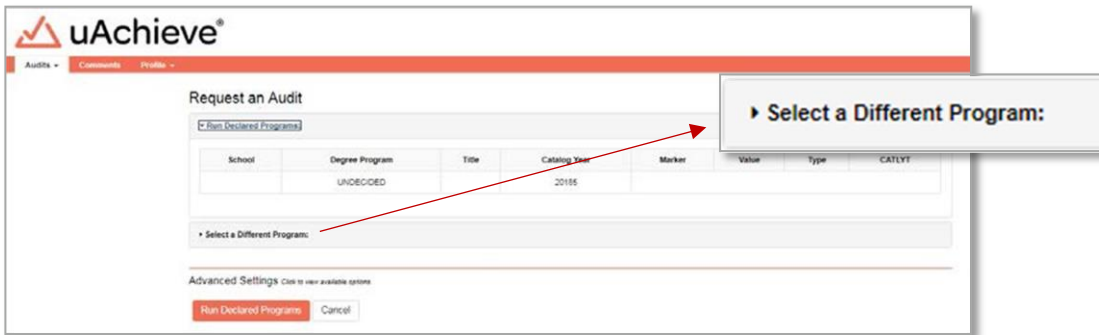
Running a "What-If" Audit

Steps
Follow these steps to run a degree audit for a major that you do not have declared.
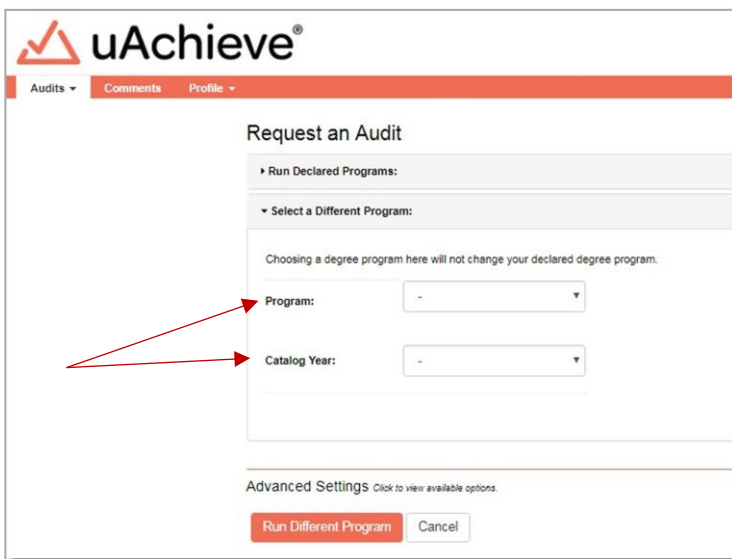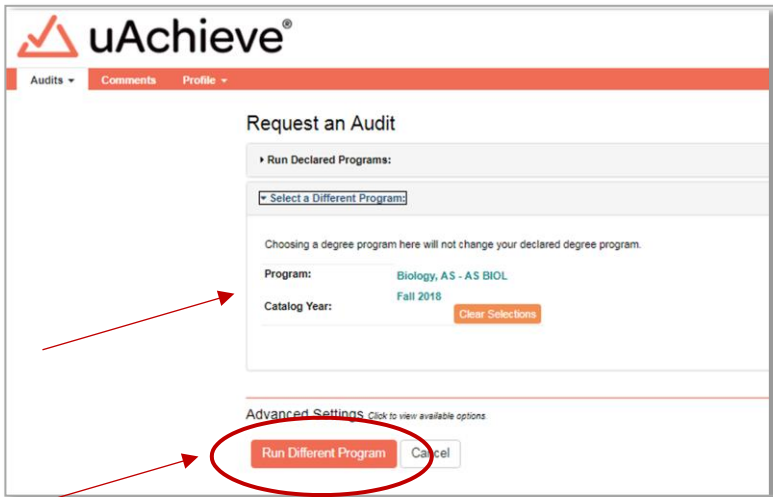
- Under the 'Audits' tab, click on 'Request New.'
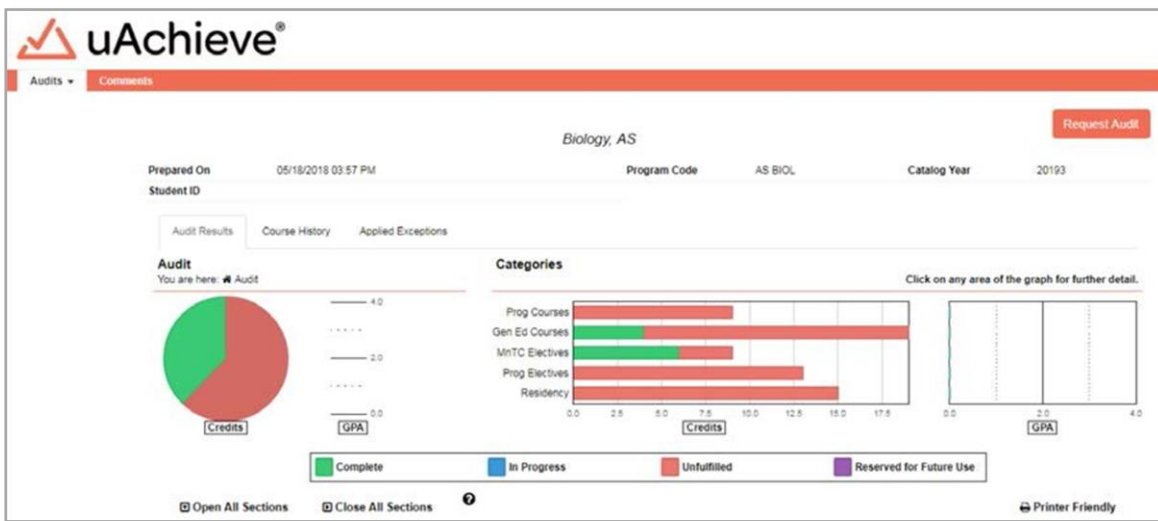

• Click on 'Select a Different Program.'

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

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

• The 'what-if' audit should automatically display and you've successfully run a 'what-if' audit.

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