# How to access uAchieve and run a degree audit

- 1. Go to my.uic.edu and log in
- 2. Find the uAchieve portal app and click it. It will look like this:



3. After clicking the app, it will open a new tab and take you to the uAchieve Degree Audit page. Select your college from the drop down menu and click the *Continue* button.

uncilieve begree Addit		
	Select a College	
	College	
	Continue	
	You must have the free Adobe Real er program installed on yo Copyright @ 2 Click on the drop down arrow to select your college	ur computer to view the 2017 CollegeSource, Inc Privacy Policy Ivild USS-45 05/23/2017



4. From here, either click on the *Students* icon, or select the *Students* drop down menu on the tool bar and click *Search*:



5. This will take you to the Student Search page from where you can run an audit. Next, either enter the student's UIN and click the Submit button, or find the student using their first and last name and click the Search button.
\*\*\*To run an audit by searching for the student by name, click <u>here</u>:

UI	uAchi	eve Degre	e Audit			
*	Students 👻	Encoding	Tools -	Reports	Security +	
					Student Search	
					Enter Student UIN	Search by Student Name
					Student UIN	First Name
					Submit	Last Name
						Search Click for Help

6. On the uAchieve Self-Service page, click the *Request Audit* button:

## Welcome to uAchieve Self-Service

To run an audit:	
<ol> <li>Fill out the courses in the 'Manage Student' area (optional).</li> <li>Press Request Audit when you complete the courses list.</li> </ol>	Click either button – they both work!
You need to request an audit before viewing results. Request Audit	



- 7. On the *Request an Audit* screen, you will have two options:
  - 1) If you wish to run an audit using the default declared program shown then simply click the *Run Declared Programs* button. Continue reading with step 8.
  - 2) If you wish to run a 'What If' audit, click here:

College     Degree Program     Title     Catalog Year       CFT     1413 NONE     LAS Undeclared     201708	Marker	Value	Type	
CFT 1413 NONE LAS Undeclared 201708			.3be	CATLYT
lect a Different Program: Click to run dofault				
A CCC OCILITIES CIICK to View available obtions.				
n Declared Programs Cancel audit				

8. You will see your audit 'running' in the next screen, it will look like this:

$\bigcirc$	Last updated at 9:20:47 O updating every 3 seconds Running Audits	AM s (stop )						Cancel Runr	Update
Be	Pro	Catalog Year							
Audit Requests These are the audits that have been Run Audit			nt's record. Hitting the 'Ru	n Audit' button will run a new	audit report. D	eleting audits removes them from this	s list.	select all/s	Delete select none
	Program	Catalog Year		Au Ty	dit pe Format	Run By	Course Type	View	Delete
	No completed audits found								

9. After it has been run, your audit will appear, simply click on the audit link, and TADA! You have run an audit!

Audit Requests								
These are the audits that have been ru	in in the past for this s	tudent's record. Hitting the 'Run Audit' button will run a new aud	dit report. E	eleting audits	removes them from t	this list.		
Run Audit							select all/se	Delete elect none
Program	Catalog Year		Audit Type	Format	Run By	Course Type	View	Delete
1413 NONE	201708	03/26/2018 9:20 AM		HTML	tricia	IP	View Audit	
		Click in either location to open your audit		)—			Ĵ	



10. Should you wish to run a 'What If' for a different program, click *Select a Different Program* and select the appropriate school, program, and catalog year/term. After you have made your selection, click the *Run Different Program* button, and TADA! You have run an audit:

### Request an Audit

Select a Different Progr	am:	
hoosing a degree progr	am here will not change your declared degree program.	
chool	Liberal Arts & Sciences -	Use the drop
rogram:	English - American Liter:	down arrows to make your
atalog Year/Term:		selections

11. Accidentally select the wrong program, or wish to run a different program, or different Catalog Year/Term? Then click the orange *Clear Selections* button and start over.

Select a Different Pro	gram:	
hoosing a degree pro	gram here will not change your declared degree program.	
chool	CFT -Liberal Arts & Sciences - CFT	
rogram:	English - American Literature Concentration - 03115237BA	
atalog Year/Term:	Spring 2018 Clear Selections	



UIC

12. After running an audit, should you wish to run another audit for the same student, then either click the *Request Audit* button on the top right, or click the *Audits* menu on the toolbar and select *Request New*. Either option will take you back to the *Request an Audit* screen:

# Students • Encoding Student	Tools - Reports Security - Audits - Courses - Comment Exceptions Transfer Evan Request New Inversity of Illinois at Chicago Manage je of Applied Health Sciences	Choose feate	either ure Request Audr
	Program Matcher Student Name	Program	15065151BS: Kinesiology and Nutrition - BS in Nutrition. Nutrition Science
	Student UIN	Catalog Year	201801
	Prepared On 03/28/2018 12:23 PM		
	Audit Results Applied Exceptions Markers		Enter Exception Mode
	Open All Sections     Close All Section	ns 🔒 Printer Friendly	Click for Help

13. If you've run several audits and wish to delete what you've run, select *Manage* from the *Audits* drop down menu on the tool bar:

🕋 Students 🗸 Encoding	Tools → Reports Security →	
Student:	Audits - Courses - Comments Exceptions Transfer Evaluat	tions Profile <del>-</del>
	Request New Manage ye of Applied Health Sciences Program Matcher	
	Student Name	Program
	Student UIN	Catalog Year
	Prepared On 03/28/2018 12:23 PM	

14. The *Audit Requests* screen will appear, simply check the *Delete* box for the audits you would like to delete, then click the *Delete* button on the top right:

Run Audit	en run in the past for this stu	dent's record. Hitting the 'Run Audit' button will run	a new audit report. D	eleting audits	removes them from the	nis list.	select all/se	Delete elect none	when you've made your
Program	Catalog Year	- Created	Audit Type	Format	Run By	Course Type	View	Delete	selection
3115238BA	201801	03/26/2018 9:28 AM	WHAT-IF	HTML	tricia	IP	View Audit	$\bigtriangledown$	
3113892BA	201801	03/26/2018 9:28 AM	WHAT-IF	HTML	tricia	IP	View Audit		<b></b>
3115236BA	201801	03/26/2018 9:27 AM	WHAT-IF	HTML	tricia	IP	View Audit	V	
3115237BA	201801	03/26/2018 9:23 AM	WHAT-IF	HTML	tricia	P C	view Audit		
						che	ckbox t	for	



- 15. Wish to run an audit for a new student? Click *Students* on the tool bar, and select *Search*. This will take you back to the *Student Search* page.
- 16. Should you wish to run an audit using the *Search by Student Na*me function, simply enter the student's first and last names in the required fields and click the *Search* button:

Search	Search by Student Name					
First Name						
Jane						
Last Name						
Doe						
Search	Click for Help					

17. This will pull up a list of students with that name. Select your student by clicking the arrow button for your student's row under the *Select* column. This will take you to the uAchieve Self-Service screen, click the *Request Audit* button and continue as above.

Student Search			
Enter Student UIN	Search by S First Name	Search by Student Name First Name	
Submit	Last Name Search @ Cl	ick for Help	
Select	▲ Name	Student UIN	
D			
۵			
D			
Click the arrow to select student			