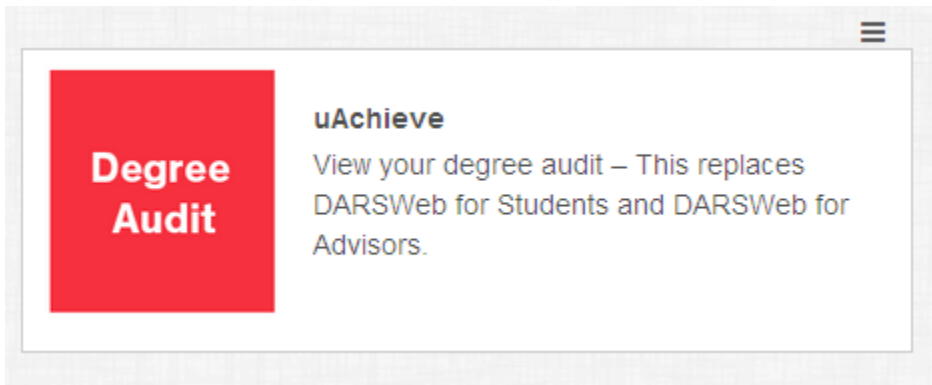




How to access uAchieve and run a degree audit

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.



Select a College

College

Liberal Arts & Sciences - CFT

Continue

You must have the free Adobe Reader program installed on your computer to view the
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Build USS-45 05/23/2017

Click on the
drop down
arrow to select
your college

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

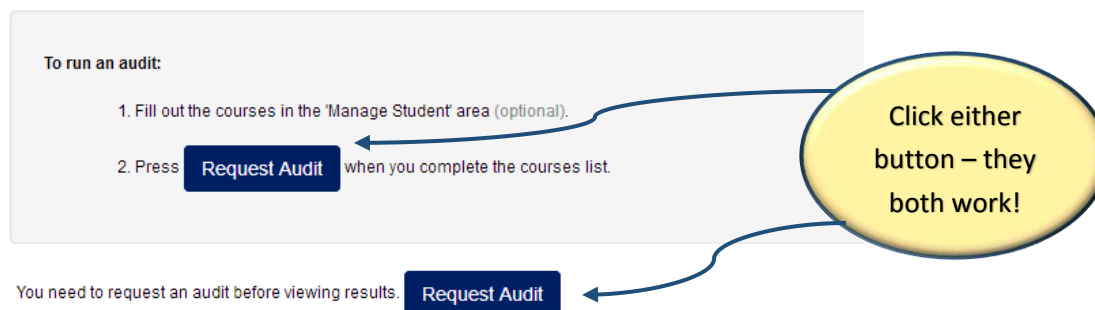


5. This will take you to the *Student Search* page from where you can run an audit. Next, either enter the student's UIN and click the *Submit* button, or find the student using their first and last name and click the *Search* button. ***To run an audit by searching for the student by name, click [here](#):



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

Welcome to uAchieve Self-Service



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](#):

Request an Audit

▼ Run Declared Programs:

College	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
CFT	1413 NONE	LAS Undeclared	201708				

▶ Select a Different Program:

Advanced Settings Click to view available options.

Click to run
default
audit

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

Last updated at 9:20:47 AM
🔄 updating every 3 seconds (stop)

Cancel Running Audits

Running Audits

Program	Catalog Year
🔄	

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.

select all/select none

Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
No completed audits found								

Be
patient!

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 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.

select all/select none

Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
1413 NONE	201708	03/26/2018 9:20 AM		HTML	tricia	IP	View Audit	<input type="checkbox"/>

Click in either
location to open
your audit

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

► Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

School	Liberal Arts & Sciences -	▼
Program:	English - American Liter:	▼
Catalog Year/Term:	-	▼

Use the drop down arrows to make your selections

Advanced Settings [Click to view available options.](#)

Run Different Program Cancel

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.

Request an Audit

► Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

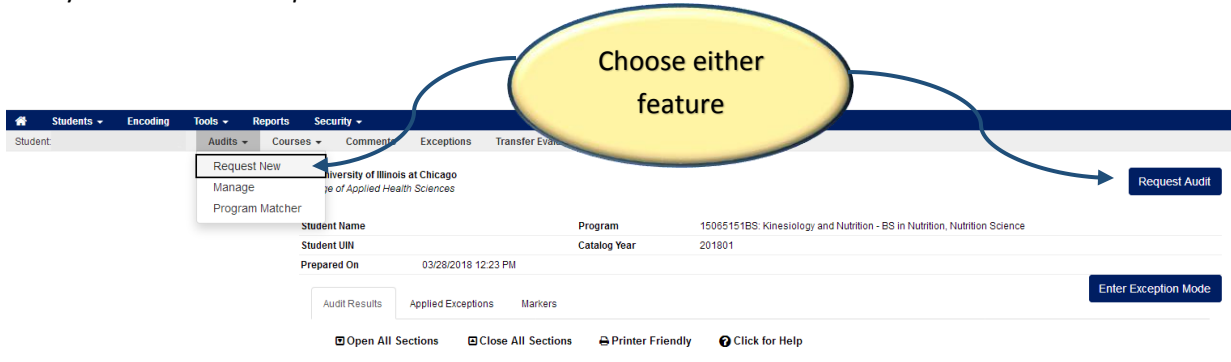
School	CFT -Liberal Arts & Sciences - CFT
Program:	English - American Literature Concentration - 03115237BA
Catalog Year/Term:	Spring 2018

Clear Selections

Advanced Settings [Click to view available options.](#)

Run Different Program Cancel

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:



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:



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:

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

Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
03115238BA	201801	03/26/2018 9:28 AM	WLEAG-CP	HTML	tricia	IP	View Audit	<input checked="" type="checkbox"/>
03113892BA	201801	03/26/2018 9:28 AM	WLEAG-CP	HTML	tricia	IP	View Audit	<input type="checkbox"/>
03115236BA	201801	03/26/2018 9:27 AM	WLEAG-CP	HTML	tricia	IP	View Audit	<input checked="" type="checkbox"/>
03115237BA	201801	03/26/2018 9:23 AM	WLEAG-CP	HTML	tricia	IP	View Audit	<input checked="" type="checkbox"/>

Click here when you've made your selection

Click the checkbox for the row you want to delete



- 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 Name* function, simply enter the student's first and last names in the required fields and click the *Search* button:

Search by Student Name

First Name

Last Name

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

Student UIN

Submit

Search by Student Name

First Name

Last Name

Search Click for Help

Select	Name	Student UIN

