Steps

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

- Login to your institution eServices account

- Select ‘Academic Records’ on the left-hand navigation and then click ‘Degree Audit Portal’

- Select ‘Click here to access Degree Audit Self-Service’
• Log in to uAchieve Self-Service with your StarID and Password.

![uAchieve login screen](image1)

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

![uAchieve request audit screen](image2)

• Select ‘Run Declared Programs’ to run an audit of your currently declared major and a Minnesota Transfer Curriculum audit.

![uAchieve run declared programs screen](image3)
• The following screen will appear, which means the system is creating your audit(s).

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

• Example of what your audit will resemble:

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