

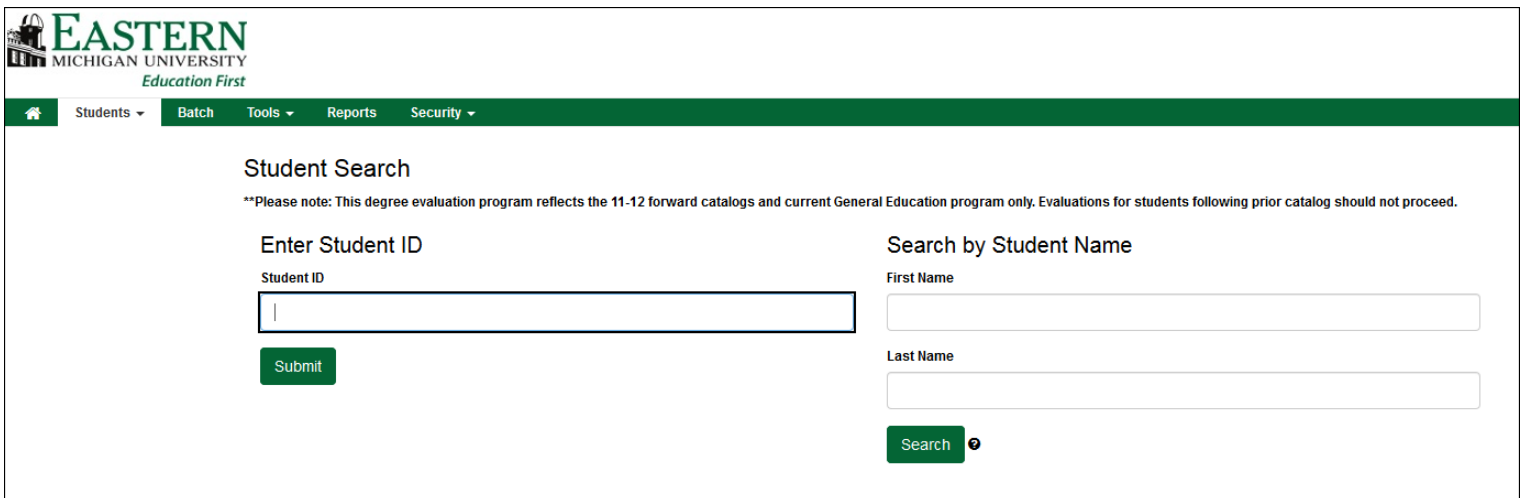
How to Run an Online Audit – Faculty/Staff

To access u.achieve, log into your my.emich account and follow the steps below:

- Click on the “Faculty” tab
- Choose the “Faculty & Advisors” link
- Click on the “UG Degree Audit (u.achieve)” link

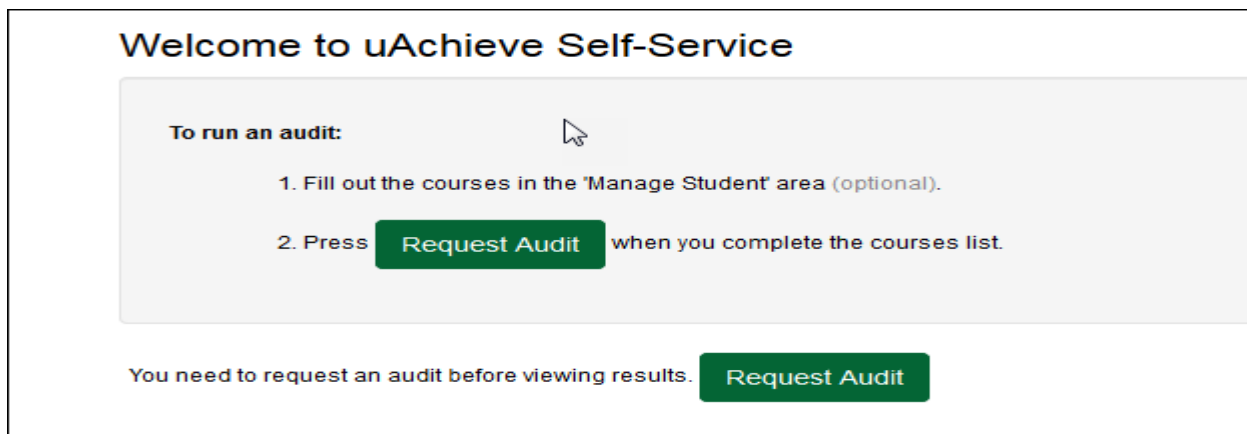
Once you have accessed the link, you may run an audit for any EMU student using the following steps:

- When first logged in, click on the “Students” icon to access the search page for u.achieve
- On the “Student Search” page (shown below), enter the student number for the selected student, or you may search by name (be careful to select the correct student as searching by name may pull up more than one student.)



The screenshot shows the 'Student Search' page in the uAchieve system. At the top left is the Eastern Michigan University logo with the tagline 'Education First'. Below the logo is a navigation bar with 'Students', 'Batch', 'Tools', 'Reports', and 'Security' menus. The main content area is titled 'Student Search' and includes a disclaimer: '**Please note: This degree evaluation program reflects the 11-12 forward catalogs and current General Education program only. Evaluations for students following prior catalog should not proceed.' There are two search methods: 'Enter Student ID' with a text input field and a 'Submit' button, and 'Search by Student Name' with 'First Name' and 'Last Name' input fields and a 'Search' button.

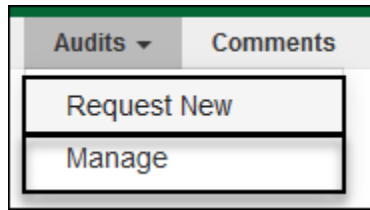
- ❖ If the student has never had an audit run through u.achieve, the following message will appear.



The screenshot shows a 'Welcome to uAchieve Self-Service' message. It contains instructions for running an audit: '1. Fill out the courses in the 'Manage Student' area (optional).' and '2. Press **Request Audit** when you complete the courses list.' At the bottom, it says 'You need to request an audit before viewing results.' with a **Request Audit** button.

- ❖ If the student already exists in the system, you will be taken to their records automatically.

- To run a new audit, or view any previous audits, click on the 'Audits' tab on the toolbar at the top of the page. Select "Request New" to run a new audit or "Manage" to view any previously run audit.



- When selecting "Request New" to run a new audit, choose either:
 - ❖ The first block option - "Run Declared Programs" and the system will run an audit based on the student's official EMU major(s)/minor(s) on record.

Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	CRM-BS	Criminology & Criminal Justice BS	Fall 2013				

▶ Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

- ❖ The second block option - "Select a Different Program" will allow you to choose which program you would like to run an audit against to force a specific major, minor, concentration, or catalog year for these 'What-If' audits.

Request an Audit

▶ Run Declared Programs:

▼ Select a Different Program:

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

Program:

Catalog Year:

Advanced Settings Click to view available options.

Run Different Program Cancel



- If you select the “Manage” link, this will take you to the Completed Audit Requests page (shown below) where you may:
 - ❖ Select and view any previously run audit, if applicable, by selecting the ‘View Audit’ link
 - ❖ Choose to submit a new audit request by clicking on “New Audit”

Completed 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

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Course Type	View	Delete
703357		CRM-BS	Fall 2013	11/01/2017 7:18 AM		HTML		View Audit	<input type="checkbox"/>
675943		MGMT-BBA	Winter 2018	08/21/2017 3:28 PM		HTML		View Audit	<input type="checkbox"/>
660875		CRM-BS	Fall 2013	07/13/2017 8:28 AM		PDF		View Audit	<input type="checkbox"/>
660211		CRM-BS	Fall 2013	07/12/2017 3:16 PM		HTML		View Audit	<input type="checkbox"/>
654675		CRM-BS	Fall 2013	06/23/2017 6:41 PM		HTML		View Audit	<input type="checkbox"/>
652705		CRM-BS	Fall 2013	06/18/2017 2:34 AM		HTML		View Audit	<input type="checkbox"/>

- Once an audit has run, you may view the results online (as shown below) or select the “Printer Friendly” button for a paper copy.

Open All Sections Close All Sections Printer Friendly

THIS DEGREE AUDIT REPORT IS BASED ON THE MAJOR/MINOR DATA FROM YOUR CURRENT STUDENT RECORD. IF THERE ARE ANY PROBLEMS OR DISCREPANCIES, OR IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE SEE YOUR ADVISOR OR YOUR DEPARTMENT REPRESENTATIVE.

THIS PROGRAM MAY REQUIRE PRE-REQUISITES THAT ARE NOT SPECIFICALLY LISTED HERE

NOTE: Do NOT use this program if you are following an Articulation Agreement

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > A minimum GPA of 2.0 must be earned to graduate from EMU
- > University Total Requirements
Totals include current and future registration
- > Effective Communication

****REMINDER**** UG Students must be following a 2011-2012 or newer catalog in order to receive accurate results. Students not following these criteria should NOT be using u.achieve. Prior catalogs requirements have not been, and will not be, built.