

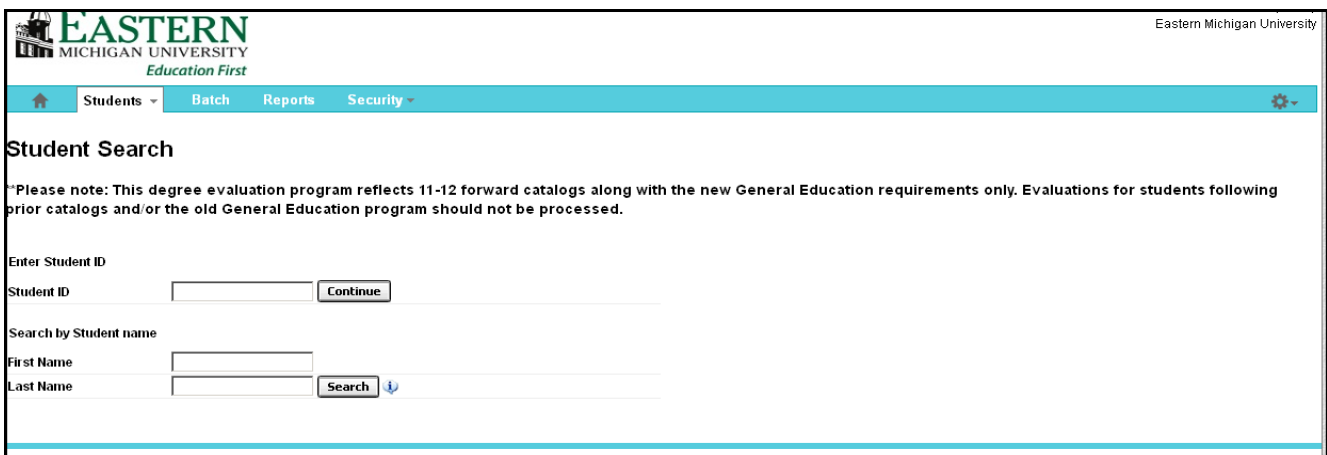
# How to Run an Online Audit – Faculty/Staff

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 - using a capital E, 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 u.achieve system. At the top left is the Eastern Michigan University logo with the tagline "Education First". At the top right, it says "Eastern Michigan University". Below the logo is a navigation bar with tabs for "Students", "Batch", "Reports", and "Security". The main heading is "Student Search". A note states: "Please note: This degree evaluation program reflects 11-12 forward catalogs along with the new General Education requirements only. Evaluations for students following prior catalogs and/or the old General Education program should not be processed." There are two search methods: "Enter Student ID" with a text box and a "Continue" button, and "Search by Student name" with text boxes for "First Name" and "Last Name" and a "Search" button with a dropdown arrow.

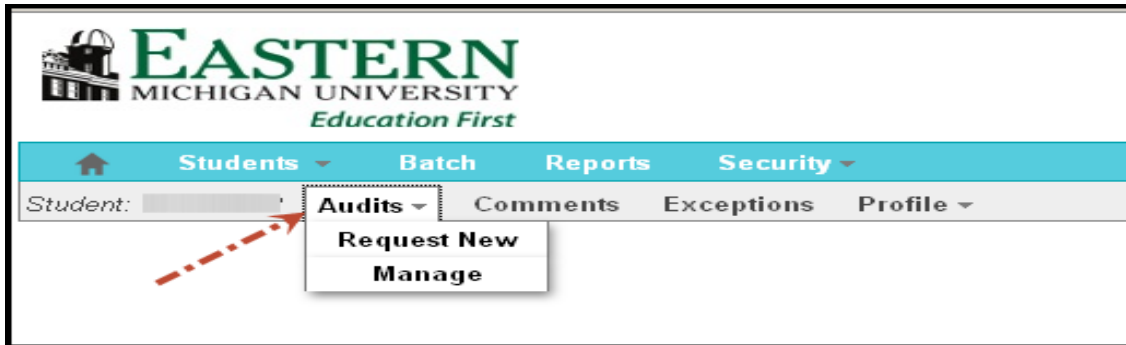
- ❖ If the student has never had an audit run through u.achieve, the following message will appear.



The screenshot shows a "Get Started" window titled "Welcome to u.achieve® Self Service". It contains instructions: "To run an audit: Fill out the courses in the 'Manage Student' area (optional). Press **Request Audit** when you complete the courses list." At the bottom, it says "You need to request an audit before viewing results." and includes 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 "Run Current Programs" radio button and the system will run an audit based on the student's official major(s)/minor(s) on record via Banner. |
  - ❖ The "Run Selected Program" radio button and then choose which program you would like to run an audit against to force a specific major, catalog, and - [\\*NEW function - u.achieve can now add Minor's, Concentrations, etc.](#), for a student and 'What-If' audits.

### Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year
	ACC-BBA	Accounting BBA	201310
	MGMT-BBA	Management BBA	201310

Run Selected Program:  
 Choosing a degree program here will not change your declared degree program.

First Major: **Accounting BBA - ACC BBA - - ACC-BBA**

Catalog Year: **Fall 2011**

Add:

- 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 "New Audit" button will run a new audit report. Deleting audits removes them from this list.

[New Audit](#)

Program	Catalog Year	Created	Format	Type	View
ACC-BBA	201310	05/06/2014 1:28 PM	HTML	✓	<a href="#">View Audit</a>
ACC-BBA	201310	03/14/2014 3:16 PM	HTML	✓	<a href="#">View Audit</a>
ACC-BBA	201310	03/12/2014 4:53 PM	HTML	✓	<a href="#">View Audit</a>
ACC-BBA	201310	11/09/2013 10:18 AM	HTML	✓	<a href="#">View Audit</a>
MGMT-BBA	201210	11/04/2013 12:22 PM	HTML	✓	<a href="#">View Audit</a>
ACC-BBA	201210	11/04/2013 12:21 PM	HTML	✓	<a href="#">View Audit</a>
ACC-BBA	201310	10/29/2013 2:12 PM	HTML	✓	<a href="#">View Audit</a>
MGMT-BBA	201210	09/09/2013 5:13 PM	HTML	✓	<a href="#">View Audit</a>
ACC-BBA	201210	09/09/2013 5:12 PM	HTML	✓	<a href="#">View Audit</a>

- 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.  
\*\*\*\*\*

**AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED**

- ▶  A minimum GPA of 2.0 must be earned to graduate from EMU
- ▶  University Total Requirements
- ▶  MACRAO Satisfied
- ▶  Effective Communication area waived by MACRAO
- ▶  Quantitative Reasoning
- ▶  Perspectives on Diversity
- ▶  Knowledge Disciplines - Arts area waived by MACRAO
- ▶  Knowledge Disciplines - Humanities area waived by MACRAO
- ▶  Knowledge Disciplines - Natural Sci area waived by MACRAO
- ▶  Knowledge Disciplines - Social Sci area waived by MACRAO
- ▶  Learning Beyond the Classroom
- ▶  Business Core Courses
- ▶  Earn a minimum of 15 credits in 300-level or higher courses at EMU in each major that doesn't require a minor
- ▶  Accounting Major
- ▶  Earn a minimum of 15 credits in 300-level or higher courses at EMU in each major that doesn't require a minor

**\*\*REMINDER\*\* UG Students must be following a 2011-2012 or newer catalog and the New General Education program in order to receive accurate results. Students not following these criteria should NOT be using u.achieve. Prior catalogs and the Pre-07 General Education requirements have not been, and will not be, built.**