

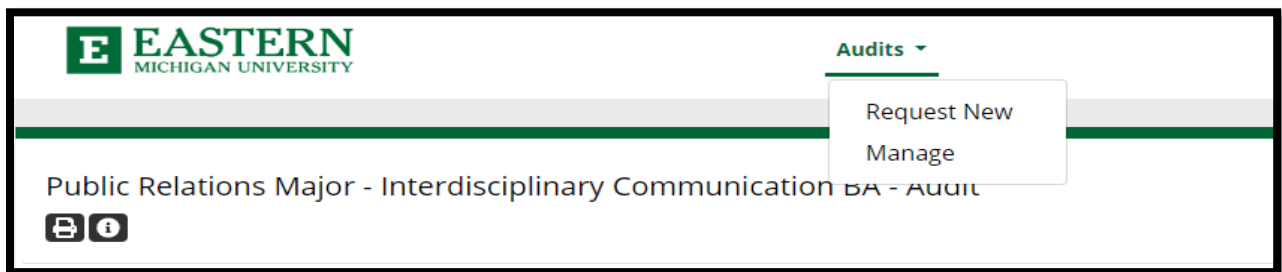
# How to Run an Online Audit - Students

**\*IMPORTANT – Undergraduate students - You must be following a Fall 2017 or later catalog in order to use this program. Graduate students - You must be following a Fall 2022 or later catalog in order to use this program. Please meet with your academic advisor in the department of your major/minor for advising questions.\***

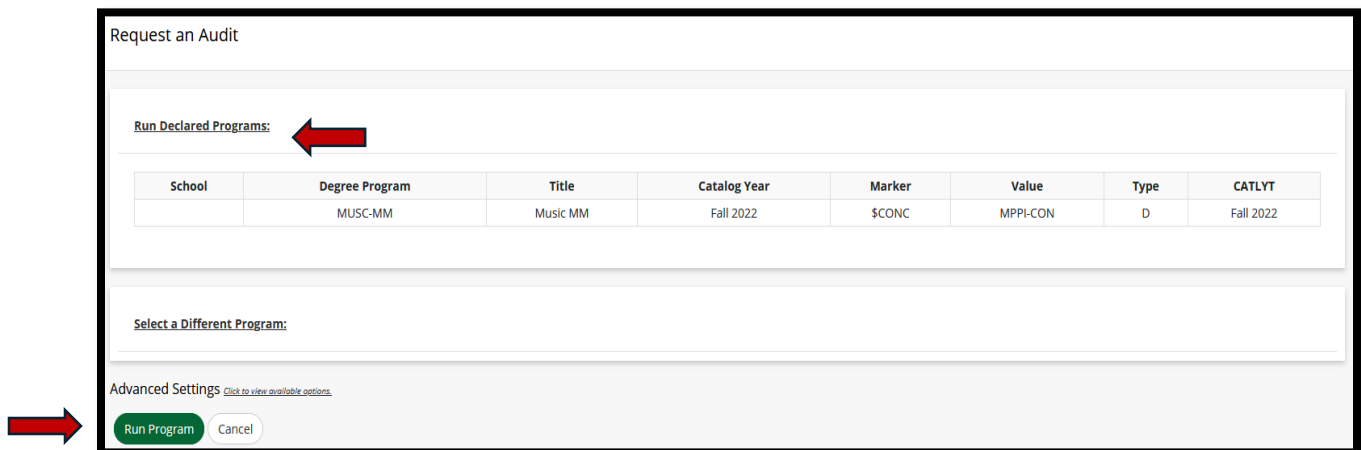
To access u.achieve, log into your my.emich account and follow the steps below:

- ▶ Click on the "Student Academic Services" card
- ▶ Click on the "Degree Audit (uAchieve)" link

To run a new audit, or view any previous audits, click on the 'Audits' tab on the tool bar at the top of the page. Then, select "Request New" to run a new audit or "Manage" to view any previously run audit. Or, if viewing an audit, click on the "Request New" to run a new audit.



- ▶ On the "Request an Audit" page, choose either:  
The first block option - "Run Declared Programs" and the system will run an audit based on your official EMU major(s)/minor(s) on record.



- ▶ 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 Program Cancel

\*Please note: If you have an undeclared or intent major, you will only receive General Education audit results and must run an audit per the directions above for "Select a Different Program" to choose your intended major.

- ▶ 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 "Run 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/None

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format(s)	Run By	Course Type	View	Delete
1627054		MUSC-MM	Fall 2022	02/13/2024 10:03 AM		HTML	jpotter	***	View Audit	<input type="checkbox"/>
1627039		MUSC-MM	Fall 2022	02/12/2024 12:15 PM		HTML	jpotter	***	View Audit	<input type="checkbox"/>
1624256		MUSC-MM	Fall 2022	01/26/2024 3:20 PM		HTML	jpotter	***	View Audit	<input type="checkbox"/>
1616451		MUSC-MM	Fall 2022	01/05/2024 8:14 AM		HTML	jpotter	***	View Audit	<input type="checkbox"/>

► Once an audit has run, you may view the results online ( as shown below) or select the “Printer” icon located in the upper left hand corner.

