# How to Run an Online Audit – Students

*IMPORTANT – You must be following a 2011-2012 or newer catalog and the New General Education requirements 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" tab
- ➢ Choose the "Student Services" link
- ➢ Select "Student Records"
- ➢ Click on the "UG Degree Audit (u.achieve)" link

To run a new audit, or view any previous audits, click on the 'Audits' tab on the toolbar at the top of the page. Then, 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 your official EMU major(s)/minor(s) on record.
  - ❖ 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 'What-If' audits.



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*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 "Run Selected 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 "New Audit"



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