



## Accessing Your Degree Audit

### Steps

Follow these steps to access your degree audit.

- Login to your eServices account

North Hennepin Community College

North Hennepin Community College  
7411 85th Avenue N.  
Brooklyn Park, MN 55445  
USA

Phone: 763-488-0391  
Toll-free: 800-618-0395  
Telecommunications Device for the Deaf: 800-627-3529

**Please login to continue.**

The "\*" indicates a required field.

\* StarID:  [Need Login Help?](#) [Need an ID? Sign Up Now.](#)

\* Password:

Institution: North Hennepin Community College

Display Name:  Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

You must **logout** when finished to ensure that nobody else gains access to your records.

IMPORTANT - Please refer to North Hennepin's Class Schedule NOTES section for additional ways to search for classes.

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

**Student e-services**

- Dashboard
- Home
- Account Management
- Courses & Registration
- Academic Records**
  - Check Grades
  - Unofficial Transcripts
  - Degree Audit**
  - Transfer Review
- Financial Aid
- Housing and Dining

**Academic Records**

- Check Grades
- Unofficial Transcripts
- Degree Audit**

- Select 'Click here to access Degree Audit Self-Service'

Logout

[Click here to access Degree Audit Self-Service](#)

Once you login with your StarID and password, you'll be able to click the "Request Audit" button and run your "Declared" automatically get an MNTC audit (called SMNTC). The MNTC audit reflects the current requirements for satisfaction of the Curriculum.

You'll also be able to Select a Different Program ("What-If" Audit) to see what affect coursework would have toward o

To help you get started with some of the basic functions of this new web-based degree audit, click on Help in the upper Settings once you're logged in to Degree Audit Self-Service.

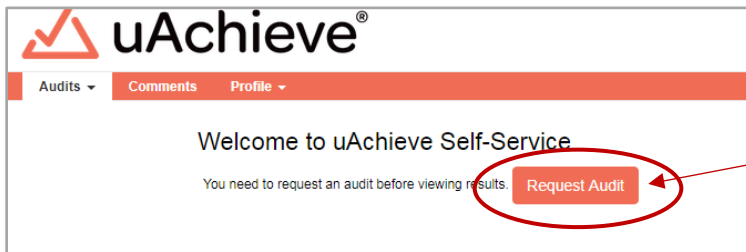
[Click here to access Degree Audit Self-Service](#)

- Log in to uAchieve Self-Service with your StarID and Password.



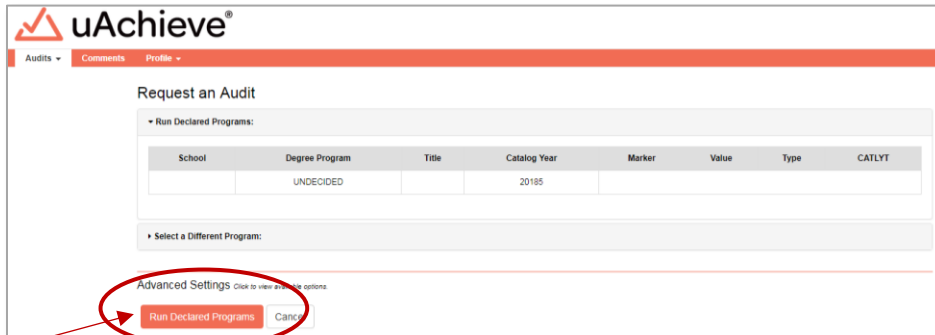
The screenshot shows the uAchieve Self-Service login page. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is centered. There are two input fields: "User Name" with the placeholder text "Enter username" and "Password" with a masked password "\*\*\*\*\*". A red "Log in" button is positioned below the password field. Two red arrows point from the left towards the User Name and Password fields.

- The very first time you log in, you will see the screen below. Select 'Request Audit.'



The screenshot shows the uAchieve Self-Service interface after login. The top navigation bar includes "Audits", "Comments", and "Profile". The main heading is "Welcome to uAchieve Self-Service". Below this, a message states "You need to request an audit before viewing results." A red "Request Audit" button is highlighted with a red circle and a red arrow pointing to it from the right.

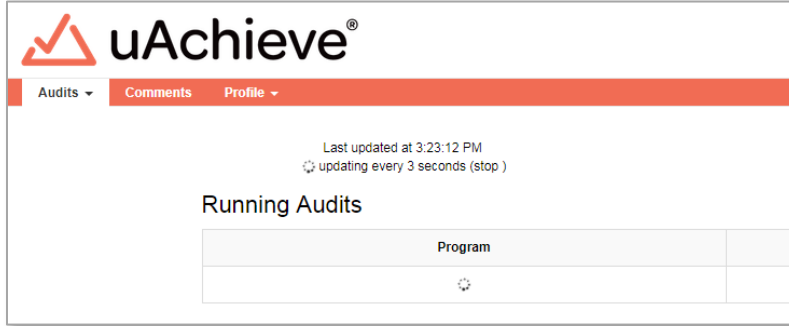
- Select 'Run Declared Programs' to run an audit of your currently declared major and a Minnesota Transfer Curriculum audit.



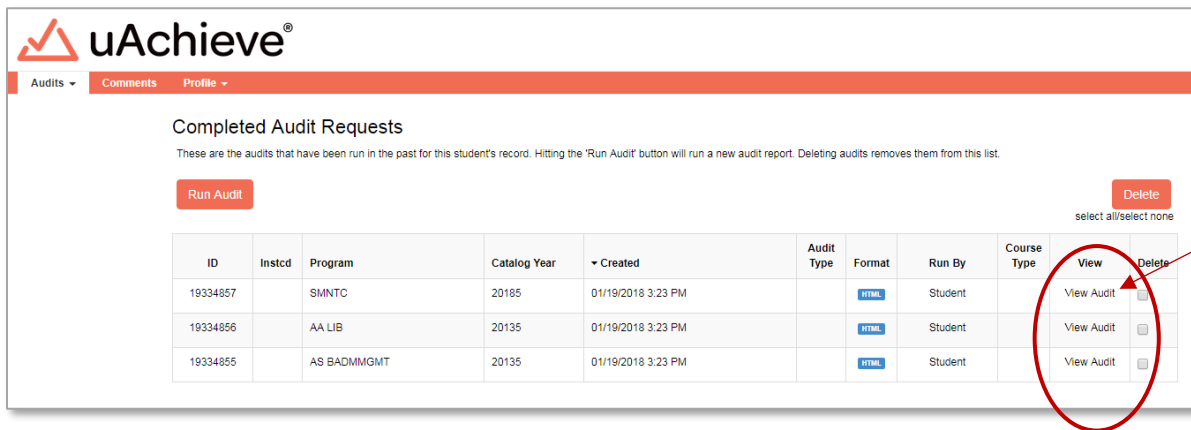
The screenshot shows the "Request an Audit" screen. It features a table for "Run Declared Programs" with columns: School, Degree Program, Title, Catalog Year, Marker, Value, Type, and CATLYT. The table contains one row with "UNDECIDED" in the Degree Program column and "20185" in the Catalog Year column. Below the table is a "Select a Different Program:" section. At the bottom, there is an "Advanced Settings" link and two buttons: "Run Declared Programs" (highlighted with a red circle and arrow) and "Cancel".

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	UNDECIDED		20185				

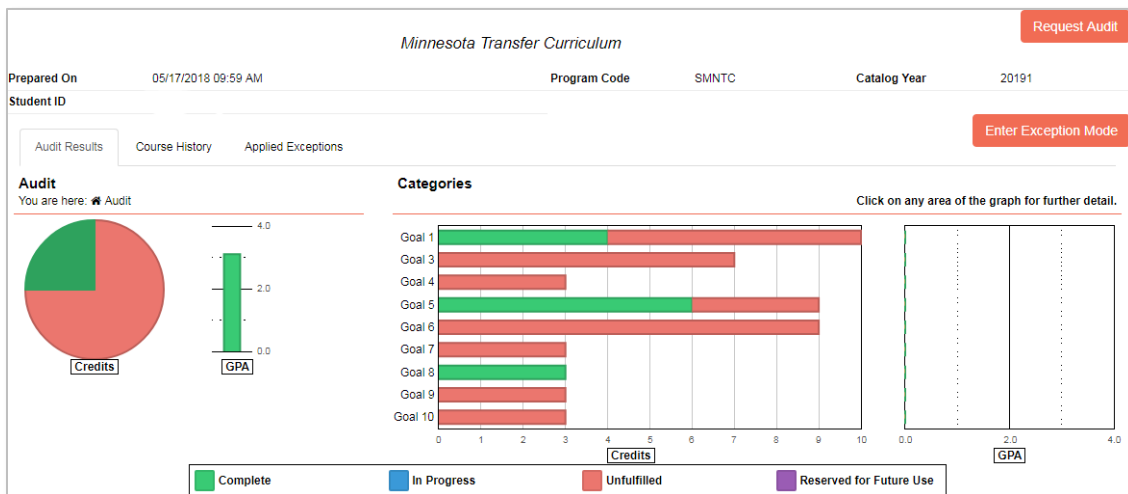
- The following screen will appear, which means the system is creating your audit(s).



- Select 'View Audit' next to whichever audit you would like to view.



- Example of what your audit will resemble:



Updated: 11/8/2019