



How to Run a 'What-If' Degree Audit

Steps

Follow these steps to run a 'what-if' degree audit.

- Login to your eServices account

North Hennepin Community College
7411 85th Avenue N.
Brooklyn Park, MN 55445
USA
Phone: 763-488-0391
Toll-free: 800-818-0395
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:

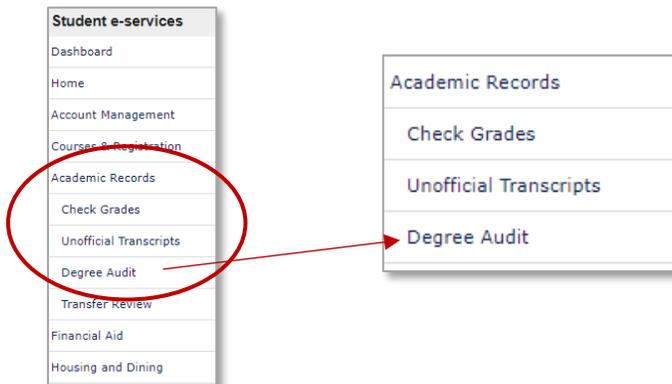
Institution: North Hennepin Community College

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

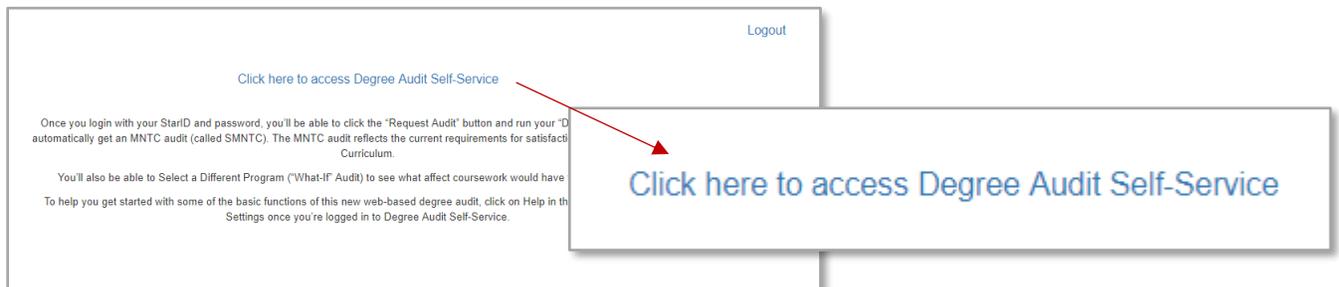
You must **logout** when finished to ensure that nobody else gains access to your records.

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

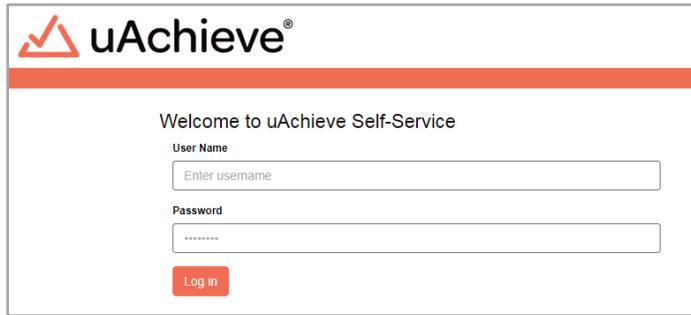
- Select 'Academic Records' on the left-hand navigation and then select 'Degree Audit Portal'



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

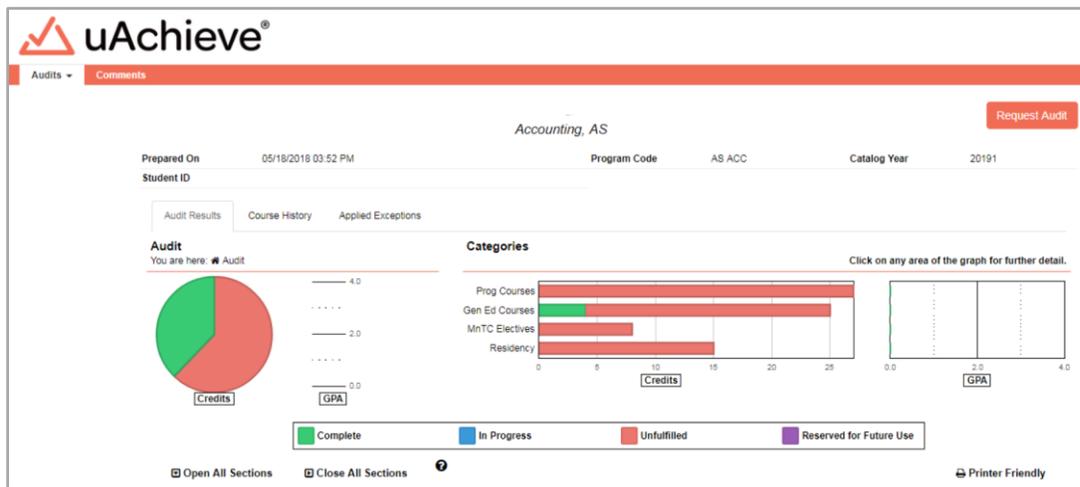


- Log in to uAchieve Self-Service with your StarID and Password.

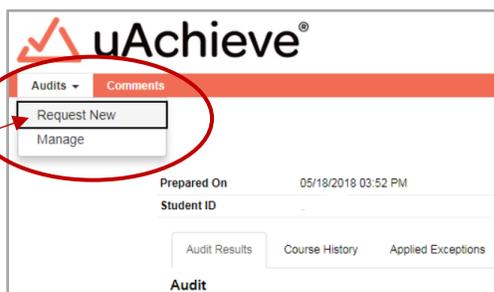


The image shows the uAchieve Self-Service login page. At the top left is the uAchieve logo. Below it, the text "Welcome to uAchieve Self-Service" is displayed. There are two input fields: "User Name" with a placeholder "Enter username" and "Password" with a placeholder "*****". A red "Log in" button is located below the password field.

- If you have a run a degree audit before, when you log in, Self-Service will display the last degree audit that you viewed.



- Under the 'Audits' tab, select 'Request New.'

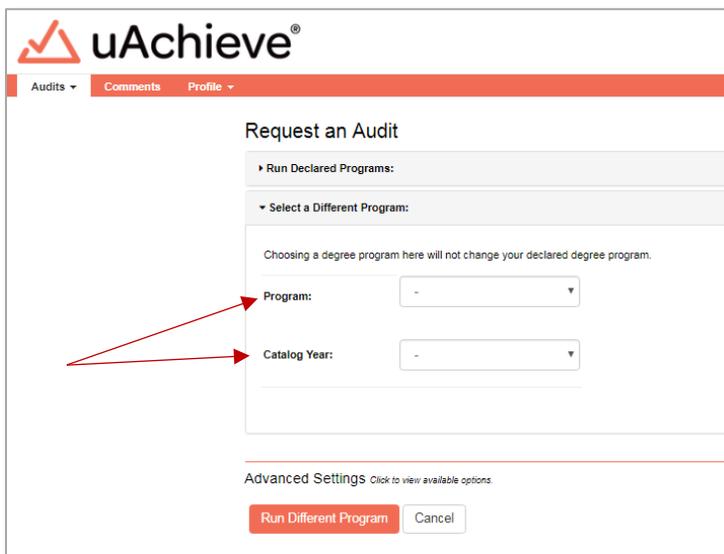


The image shows the uAchieve Self-Service interface with the "Audits" dropdown menu open. The menu options are "Request New" and "Manage". A red circle highlights the "Request New" option, and a red arrow points to it from the left. The background shows the same audit report as in the previous image.

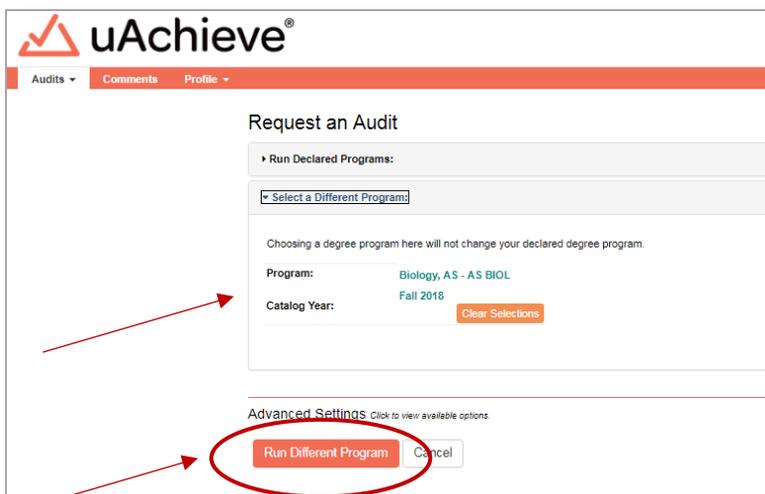
- Select 'Select a Different Program.'



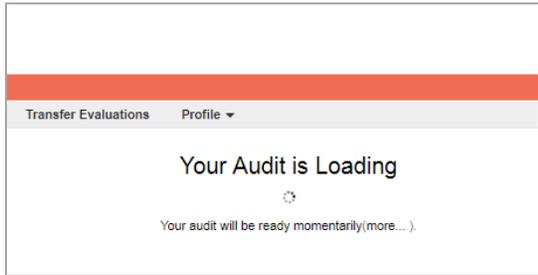
- From the drop-down menus, select program and catalog year.



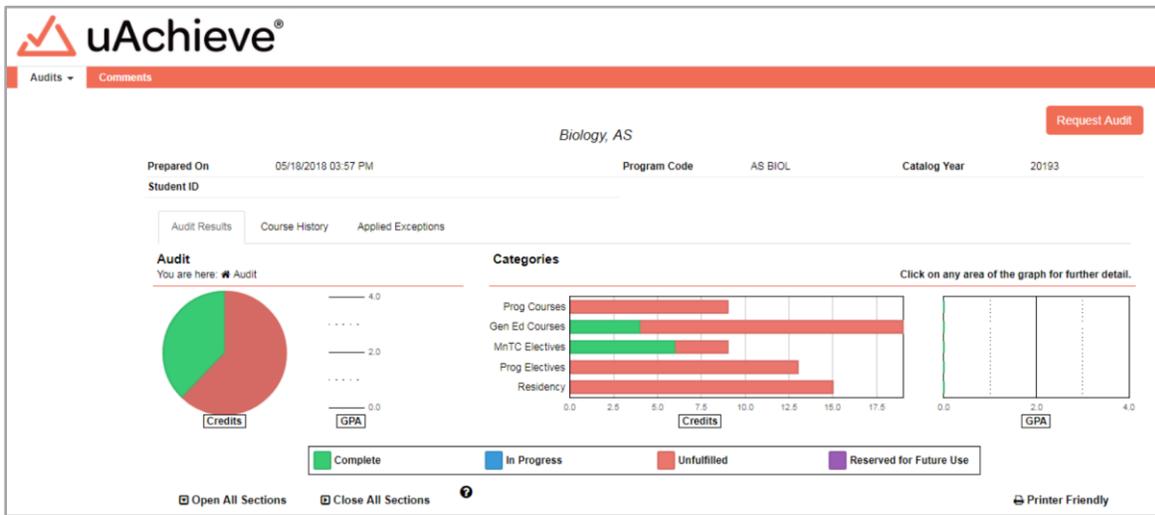
- Once you have your selections made, select 'Run Different Program.'



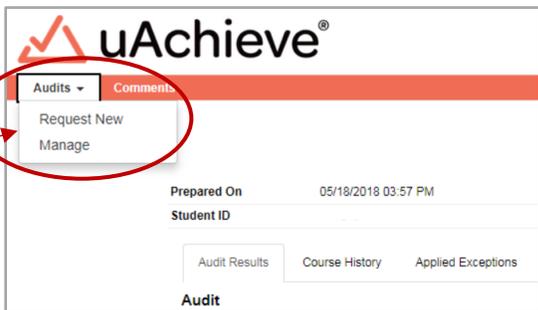
- You will see the following screen stating that 'Your Audit is Loading.' This process can take a few moments.



- The 'what-if' audit should automatically display and you've successfully run a 'what-if' degree audit.



- At this point, under the 'Audits' tab you could select 'Request New' to run a new 'what-if' degree audit, or 'Manage' to view any degree audits that you have recently ran.



- Example of 'Manage' screen that shows the degree audits you have recently run.

uAchieve®

Audits ▾ Comments Profile ▾

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	Run By	Course Type	View	Delete
19335716		AS ACC	20191	02/05/2018 10:29 AM	WILSON	HTML	Student		View Audit	<input type="checkbox"/>
19335715		SMNTC	20185	02/05/2018 10:29 AM		HTML	Student		View Audit	<input type="checkbox"/>
19335726		NO AUDIT	20173	02/05/2018 10:29 AM		HTML	Student		View Audit	<input type="checkbox"/>

Updated: 11/8/2019