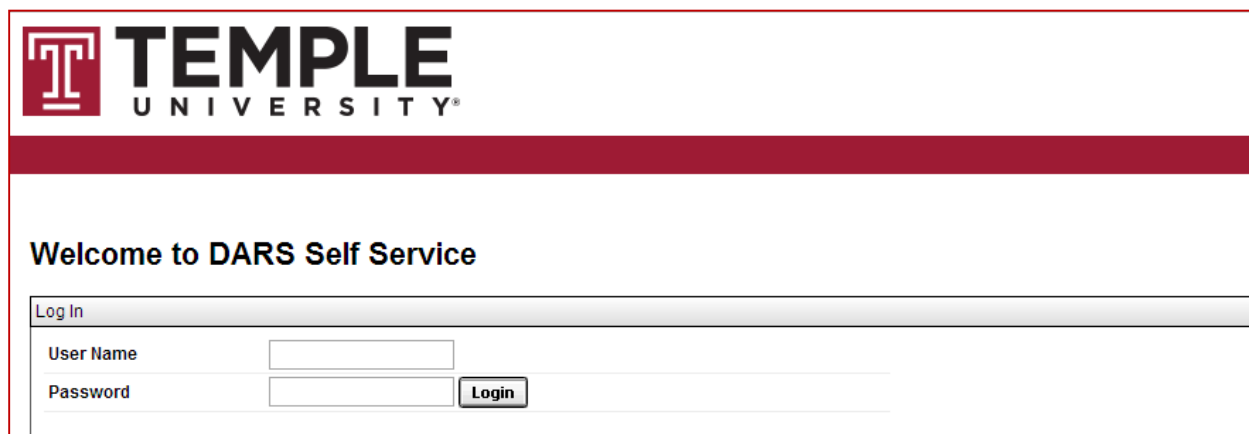


Requesting a Degree Audit in Self Service

DARS Self-Service

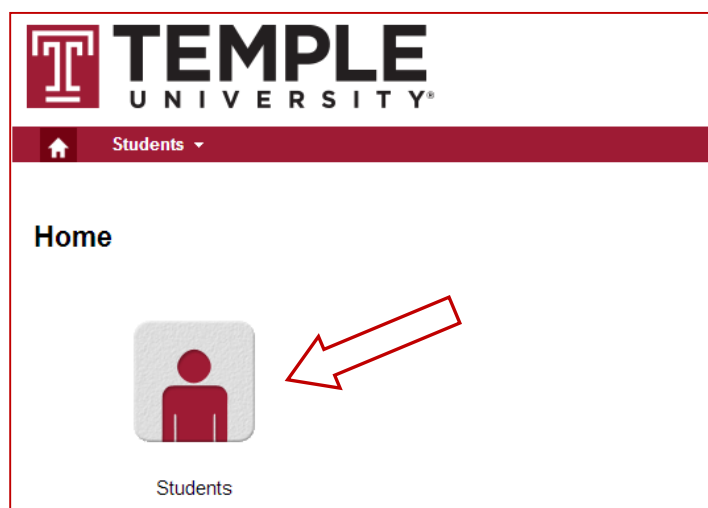


The screenshot shows the Temple University logo at the top left. Below it, the text "Welcome to DARS Self Service" is displayed. Underneath, there is a "Log In" section with a header bar. Below the header bar, there are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Login" button.

Steps

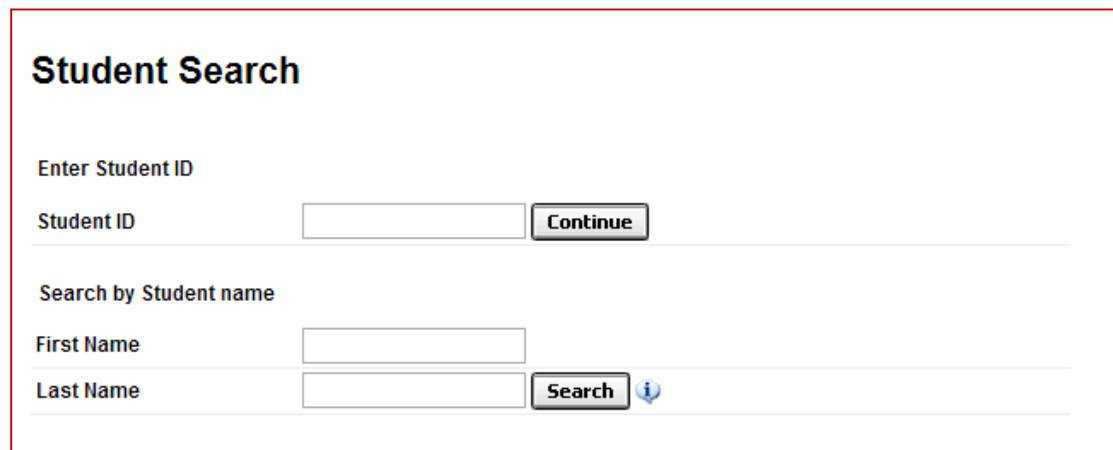
Follow these steps to request a degree audit for a student.

1. Log In to the Self Service application using your AccessNet credentials
2. Click on the Student icon from the Home page



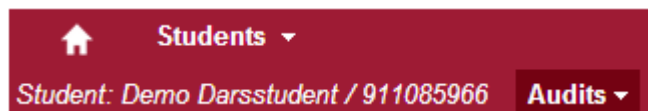
3. Enter the Student's TUID or initiate the Student name search feature (note: fields

are not case sensitive and you can search by partial Last or First name), click **Continue** or **Search** button

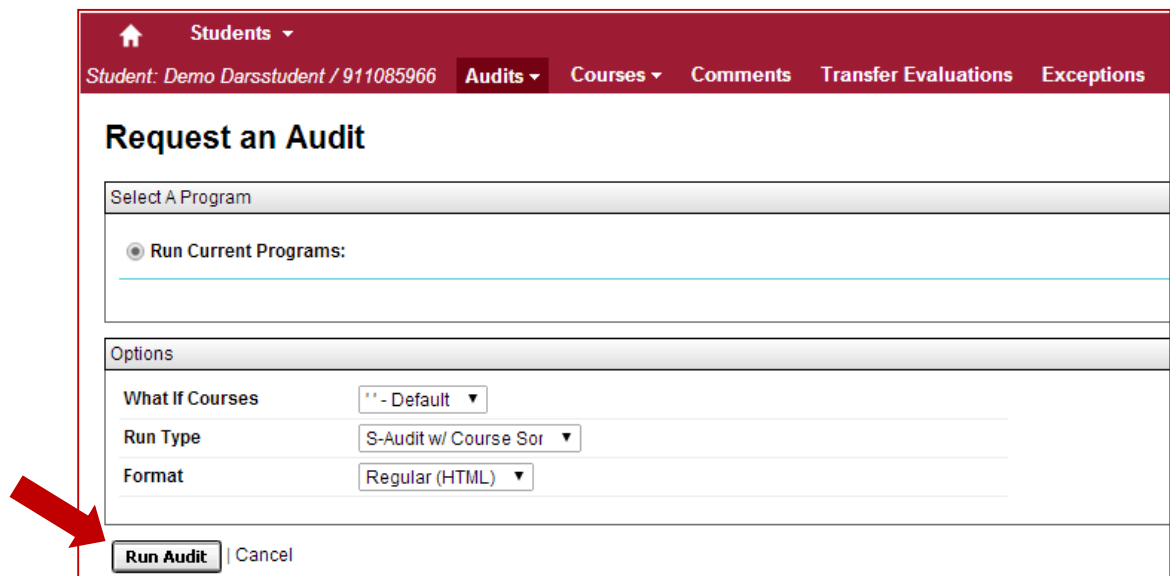


The screenshot shows a 'Student Search' form. It has two main sections. The first section is titled 'Enter Student ID' and contains a text input field labeled 'Student ID' and a 'Continue' button. The second section is titled 'Search by Student name' and contains two text input fields, 'First Name' and 'Last Name', and a 'Search' button with an information icon to its right.

4. Verify Student name and TUID from header

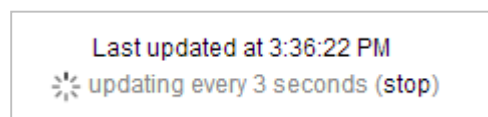


5. Click **Run Audit** button for Current Program with default settings (What-if is not available at this time)



The screenshot shows the 'Request an Audit' form. At the top, there is a navigation bar with 'Students' and a dropdown arrow, and a breadcrumb trail: 'Student: Demo Darsstudent / 911085966', 'Audits', 'Courses', 'Comments', 'Transfer Evaluations', and 'Exceptions'. The main title is 'Request an Audit'. Below the title is a section 'Select A Program' with a radio button selected for 'Run Current Programs:'. Underneath is an 'Options' section with three dropdown menus: 'What If Courses' set to '- Default', 'Run Type' set to 'S-Audit w/ Course Sor', and 'Format' set to 'Regular (HTML)'. At the bottom of the form, there is a 'Run Audit' button and a 'Cancel' button. A red arrow points to the 'Run Audit' button.

6. The message "updating every 3 seconds" should display



7. In less than 20 or 30 seconds, audits will appear in the list of **Completed Audit Requests** with the most recent at the top of the list

Completed Audit Requests

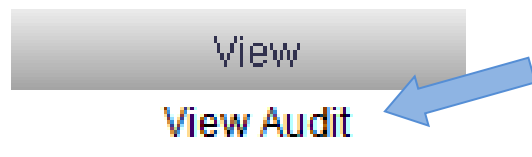
These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

[New Audit](#) [Delete](#)

select all/select none

| ID | Program | Catalog Year | Created | Format | Run By | Type | View | Delete |
|------|-----------|--------------|---------------------|----------------------|-----------|------|----------------------------|--------------------------|
| 1556 | LA-SOC-BA | 201436 | 07/29/2014 3:36 PM | HTML | 902153816 | ✓ | View Audit | <input type="checkbox"/> |
| 1544 | LA-SOC-BA | 201436 | 07/28/2014 4:46 PM | HTML | 902153816 | ✓ | View Audit | <input type="checkbox"/> |
| 1540 | LA-SOC-BA | 201436 | 07/28/2014 4:21 PM | HTML | 902153816 | ✓ | View Audit | <input type="checkbox"/> |
| 1507 | LA-SOC-BA | 201436 | 07/24/2014 9:52 AM | HTML | 904349364 | ✓ | View Audit | <input type="checkbox"/> |
| 1500 | LA-SOC-BA | 201436 | 07/22/2014 12:02 PM | HTML | 902153816 | ✓ | View Audit | <input type="checkbox"/> |
| 1498 | LA-SOC-BA | 201436 | 07/22/2014 11:58 AM | HTML | 902153816 | ✓ | View Audit | <input type="checkbox"/> |
| 1496 | LA-SOC-BA | 201436 | 07/22/2014 10:52 AM | HTML | 902153816 | ✓ | View Audit | <input type="checkbox"/> |

8. Click on the **Program** or **View Audit** link to open the audit (take note of the "Created" date/time)



9. To log out, scroll to the right, click on the cog wheel icon, and select "Log out":

