Features

Listed below are some of the user friendly features of Self Service:

1. **The Interactive Audit**

   a. Charts and graphs – Hover over the hours and GPA charts to view detailed information. Click on the GenEd and Major bars to drill down into the requirements for each of these areas.

   b. **Open all Sections / Close all Sections** – To view all sections of the audit, select “Open All Sections” (Note: This is the default setting for interactive audits when first opened). To collapse all sections, select “Close All Sections”.

   ![Interactive Audit](image)
c. Printer Friendly – This will generate a printer friendly version of the audit without charts and graphs.

d. Legend - Hover over the legend icon to view information about the symbols used on the audit.

e. Course Descriptions - To view the course description for a specific course in the audit, click on the course number link. A new window containing information about the course will open.

f. Course History - View your academic history and registered courses. Filter course information by clicking on the interactive bar graphs or by the drop down menus for term and grade.

2. **Transfer Evaluations** – View all transfer coursework, AP, and IB credit. If you transferred courses from multiple institutions, click the down arrow next to the institution name to expand/collapse each record.

a. Source ID – A unique identifier for the transfer institution.

b. Lock/Certify – Defines the type of locked status – a soft lock indicates that the evaluation can be updated if the equivalencies are reviewed by faculty.

c. Type – Identifies the course as either a transfer course or its Temple equivalent.

d. Course – The top course in the group is the course from the transferring institution and the bottom course is the Temple equivalent.

e. Grade – Displays TR if you received transfer credit for the course or NT if you did not receive transfer credit for the course.

f. Earned Credit – The amount of hours that counts towards academic history.

3. **Audit** – Select Request New or Manage (review list or delete audits).

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

![Log Out Button]