

Obtaining and Printing a Degree Audit

- Log-in to your eSIS account
- Locate the drop down menu in the middle of your home page just to the left of your class schedule
- Select "Degree Audit" (the list is alphabetized)
- Click the blue arrow button to the right of the drop down menu
- You will then have to push the "Login with U.Achieve" button, found on the right hand side of the page
- Login with your W number and Password

OR

- Visit the Registrar's Office Website: www.uwrf.edu/Registrar/
- Follow the link "U.Achieve- Degree Audit" found on the bottom of the left side navigation bar
- Click the "Log into U.Achieve" button found on the right hand side of the page
- Proceed to log into U.Achieve with your W number and Password

To Print:

- After logging into U.Achieve, select PDF as the format for the Degree Audit

The format selection is found on the lower left-hand side of the page in a box that says "Options"

- Select PDF and then "Run Audit"
- When the Audit is run, it will then come up as a completed request and you can view the Audit by selecting "View Audit" found on the right hand side of the page next to the "Delete" button
- You will then be able to download the Audit as a PDF by selecting "Download PDF Audit" found below the audit pie chart on the left hand side of the page
- You can then print the Audit from a program that reads PDF documents

Log in with W number and Password

UNIVERSITY OF WISCONSIN River Falls

Welcome to u.achieve Self-Service

User Name

Enter username

Password

Log in

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Change the format to PDF

Audits ▾ Comments

Choosing a degree program here will not change your declared degree program.

Degree - ▾

Catalog Year - ▾

Options

Include In Progress Courses

Format

- Regular (HTML)
- Regular (HTML)
- PDF

Run Audit Cancel

Select "View Audit"

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 | Program | Catalog Year | Created | Format | Run By | Type | View | Delete |
|------|----------|--------------|---------------------|--------|---------|------|------------|--------|
| 4628 | BS 7360H | Fall 2012 | 03/09/2016 11:29 AM | PDF | Student | IP | View Audit | |

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Select "Download PDF Audit"

Student Name
BS - H&HP Exercise and Sport Science

Request Audit

Prepared On 03/09/2016 11:29 AM Program Code BS 7360H Catalog Year Fall 2012
Student ID w1234567 Job ID 2016030911294019

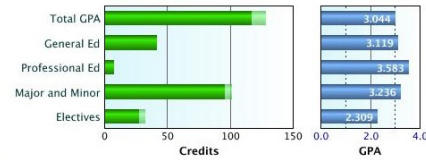
Audit Results Course History Applied Exceptions Markers

Audit

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Categories

Click on any area of the graph for further detail.



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