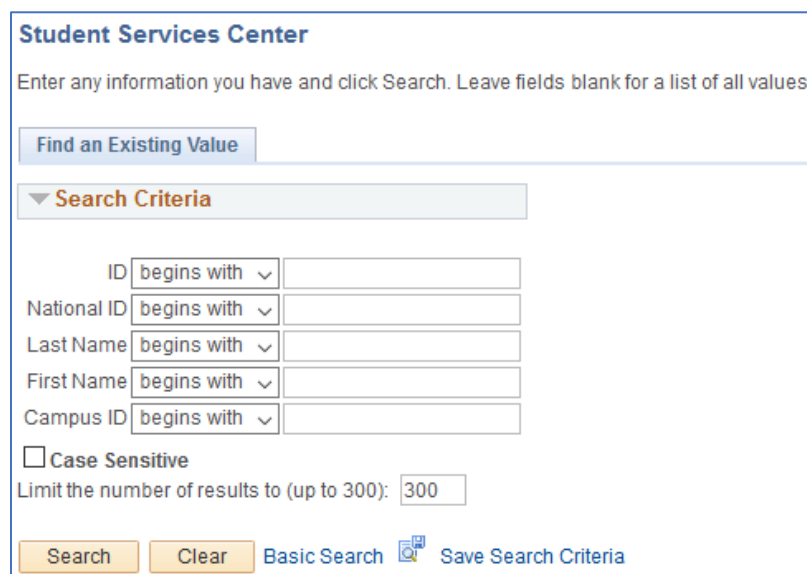# Staff: Accessing the Degree Audit

This document is for staff who are not in an academic advising role but have a need to access the Degree Audit report for a student. Advisors are encouraged to use the Advisor Center navigation instead, as that also includes access to the What-If report. Below are instructions for accessing the Degree Audit through Student Services Center.
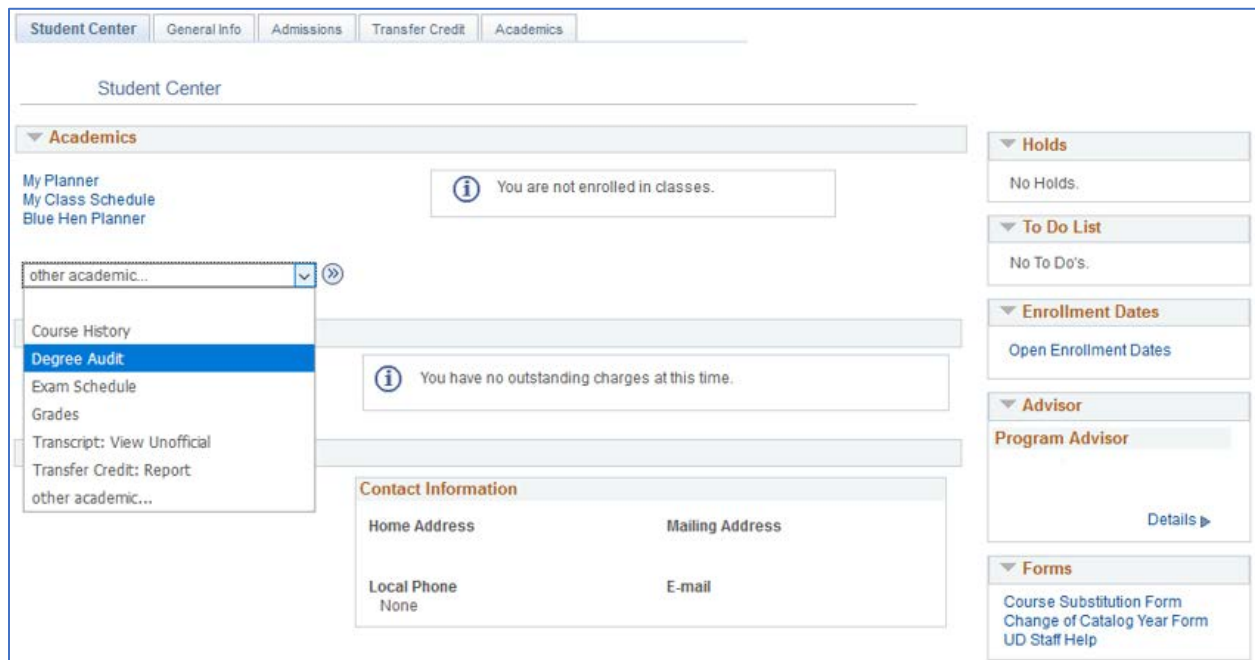
Navigation:
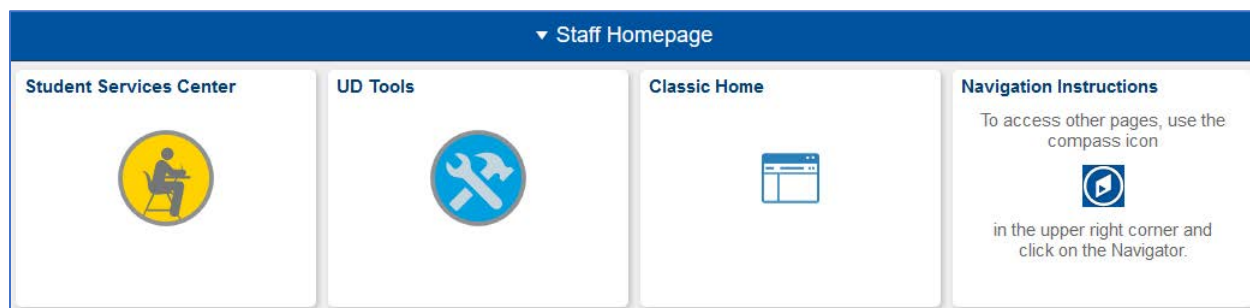
Log into UDSIS. On the **Staff Homepage**, click the **Student Services Center** tile.

Use the **ID** or **Last Name** and **First Name** fields to search for the student. Click **Search** and choose the appropriate record if there are multiple results.

Report Generation Process:

On the **Student Center** tab, use the **other academic…** drop-down menu to choose **Degree Audit**. Click the **(>>)** button to the right of the menu to generate the report.
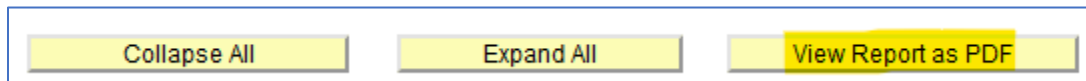
If a printer-friendly PDF version of the report is desired, click the **View Report as PDF** button found at the beginning of the Degree Audit after it has processed. The PDF version will display in a separate pop-up window. See http://www1.udel.edu/it/help/popups.html if you are having issues with a pop-up blocker.

For information on the structure and features of the resulting report, see: Reading the Degree Audit.