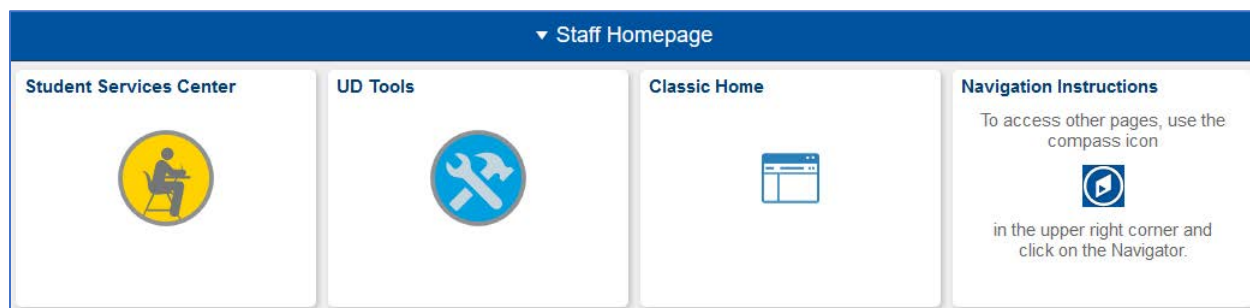


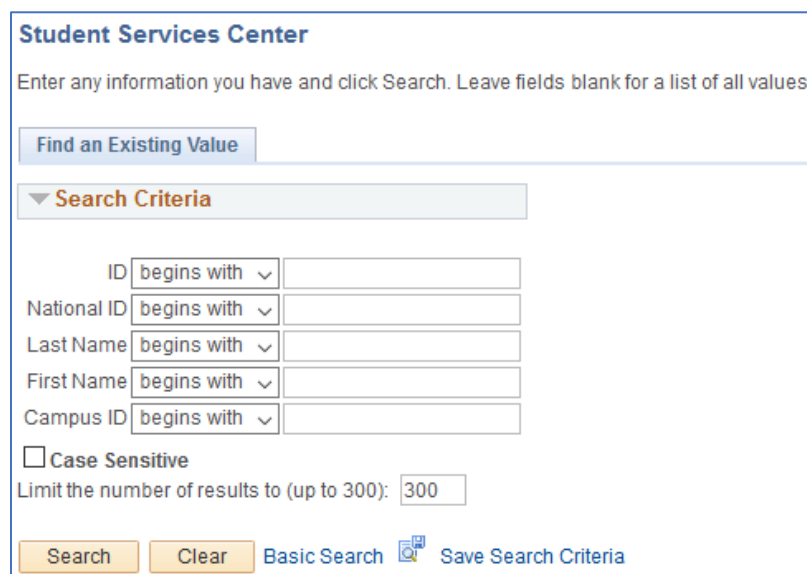
## Staff: Accessing the Degree Audit

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:



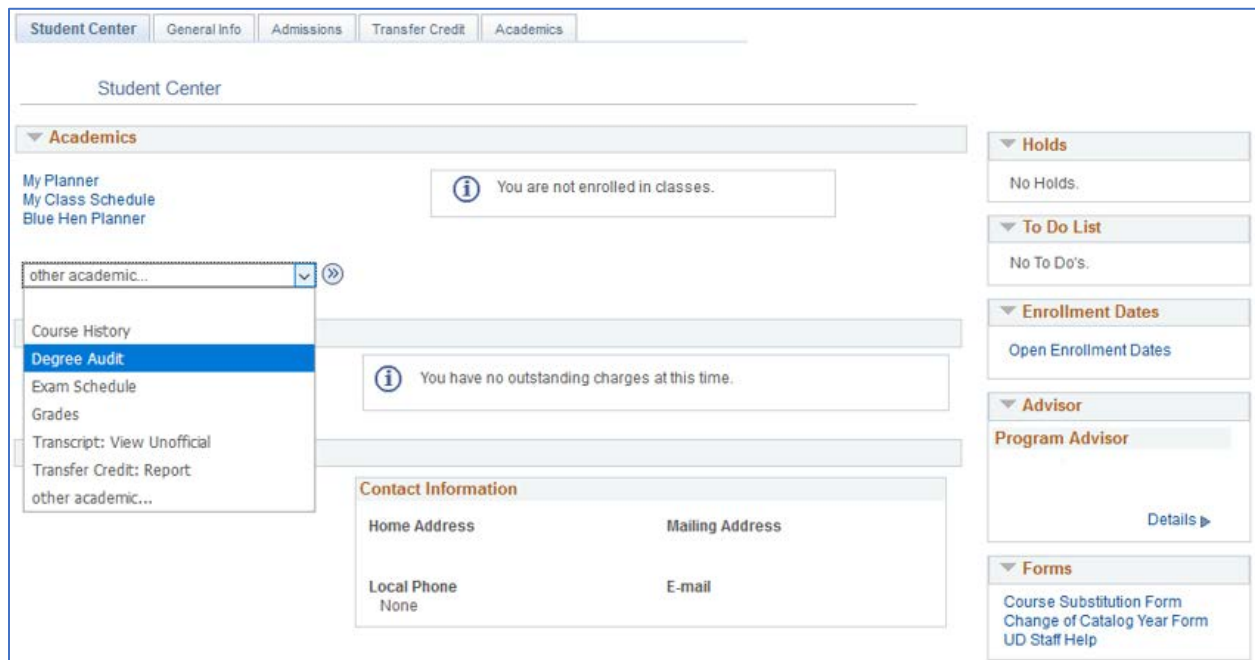
Log into [UDSIS](#). On the **Staff Homepage**, click the **Student Services Center** tile.



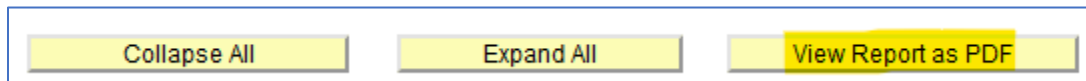
The screenshot shows the 'Student Services Center' search interface. It includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the search bar is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with a dropdown arrow. The search criteria include: ID (begins with), National ID (begins with), Last Name (begins with), First Name (begins with), and Campus ID (begins with). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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](#).