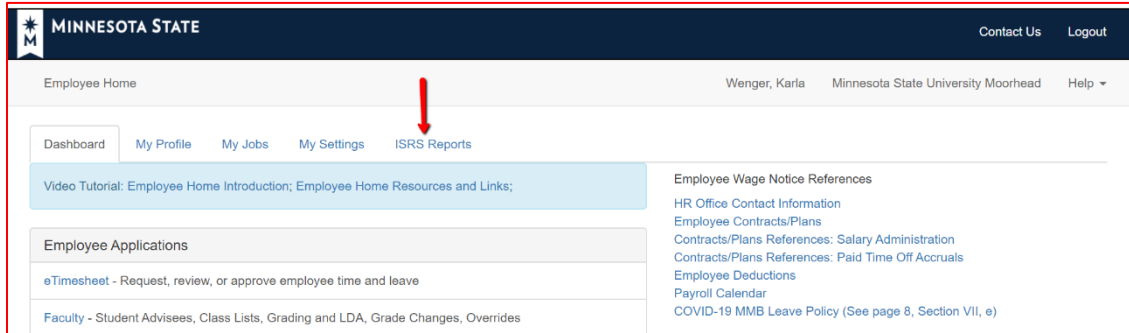


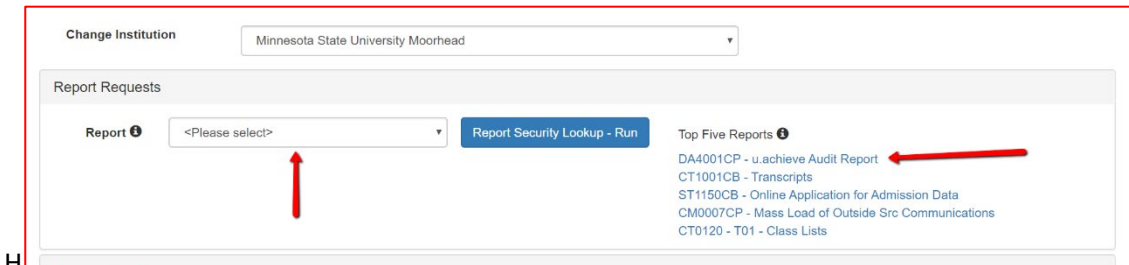
How to Print a DAR

Open Minnesota State Employee Home Dashboard

Select ISRS Reports



Select DA4001CP from either pull down menu or Top Five Reports (this might be populated from your usage history)



H

This pop up window opens, the only thing you need to fill in is the Student ID number, then Submit

Add Report Request

DA4001CP - u.achieve Audit Report

Parameters

Default

Run Date (MM/DD/YYYY) *

05/21/2020

Run Time (HH:MM) *

10:17

Tech Id of Student (up to 25):

Use COM Table:

You get a message that it has been submitted. Now select Monitor

Add Report Request

DA4001CP - u.achieve Audit Report

Report DA4001CP has been submitted

Parameters

Scroll all the way to the bottom and you should see the DAR that you requested. Select PDF and it opens

Report Number	Variation	Title	Status	Add	Run	Start	End	Submitter	User Message	
DA4001CP		u.achieve Audit Report	Complete	05/21/2020 10:16:00	05/21/2020 10:17:00	05/21/2020 10:20:27	05/21/2020 10:20:31	Wenger, Karla		PDF Log

Date: 05/21/20 - 10:20 AM *TechID:* 00001114
Name: Wenger, Karla
PROGRAM CODE: UNDECIDED *CATALOG YEAR:* Su2020
Inst: Minnesota State University Moorhead

WELCOME TO MSU MOORHEAD'S DEGREE AUDIT

YOU HAVE RECEIVED THIS AUDIT FOR ONE OF THE FOLLOWING REASONS:
1) YOU RECENTLY GRADUATED AND THE AUDIT NO LONGER APPLIES
2) YOU HAVE NOT DECLARED A MAJOR
3) THE MAJOR INFORMATION LISTED IN OUR DATABASE IS INCORRECT
(Invalid major or catalog year)

NO AUDIT

***** END OF ANALYSIS *****