



DEEANN GRIEBEL  
STUDENT SUCCESS CENTER

### How to use uAchieve

1. Login to the Employee Home (can be found by searching on the SMSU website, make a bookmark) with your StarID and password
2. Make sure that Southwest Minnesota State University is the displayed institution in the upper right; if not, change the institution to SMSU
3. There are tabs on the main Employee Home page for Dashboard, My Profile, My Jobs, My Settings, and ISRS Reports; the Dashboard will be the default
  - a. On the Dashboard tab, there is a section for Employee Applications and Administrative Applications
  - b. Click on uAchieve Self-Service under Administrative Applications
  - c. You may be prompted to sign in again with your StarID and password; this will bring you to the uAchieve server
4. There are 3 sections of uAchieve: Students, Roadmaps, and Encoding
  - a. Students is the section we will be working with; Roadmaps are not quite completed yet; Encoding is what the Registration and Records office enters in behind the scenes to make everything work properly for students and advisors (and their team)
5. Click on Students
6. You can search for a student two ways:
  - a. Enter the Student's Tech ID (sometimes referred to as their Mustang ID, it is the 8-digit number on their Mustang ID card, then click Submit
  - b. Enter the Student's First and Last Names (these need to be their legal name, not their preferred name), then click Search
7. This will then show you the programs that this student has declared (along with the Minnesota Transfer Curriculum (MnTC))
8. To request an audit, click Run Declared Programs
9. This will then generate the audit reports for all declared programs, and you can view these to review with a student or to check their progress

If a student is thinking about changing their major, we can **run a What-If audit** that allows us to see how the courses that they have already completed and are registered for will apply to a program that they have not declared

1. On the uAchieve server, click on Students
2. Search for the student
  - a. Below the section where you see the declared programs, there is Select a Different Program; click that option (note that viewing non-declared programs will not officially change their declared programs)
3. Select the program that they would like to investigate
4. For the Catalog Year, select the current semester