

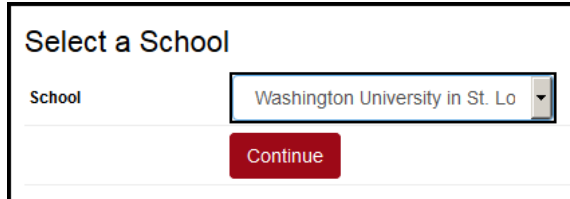
Introduction

WUachieve Self-Service is a web-based interactive degree audit system for students, advisors, and select staff. For users of past DARwin versions, Self-Service is the new and more interactive version of DARsweb.

Log In

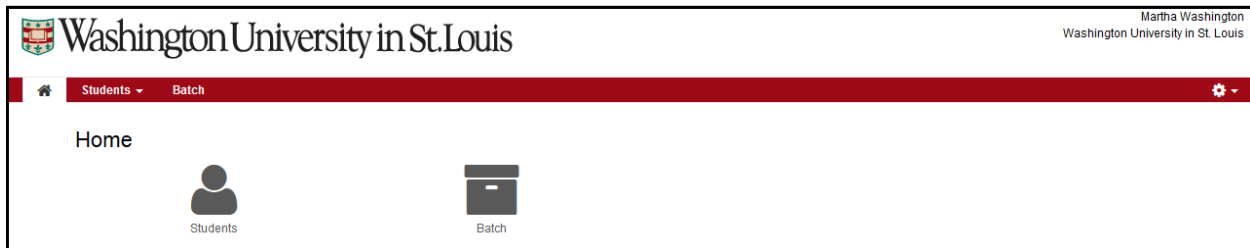
Use your WUSTL Key to log into WUachieve Self-Service at wuachieve.wustl.edu.


You will be prompted to Select a School. Select school: Washington University in St. Louis. This will impact the set of batch audits that you are able to access. Batches that are shared with you can only be accessed via the same school as the batch creator.



Self-Service Home

The WUachieve Self-Service Home page is displayed. A red menu bar will appear across the top of the page.

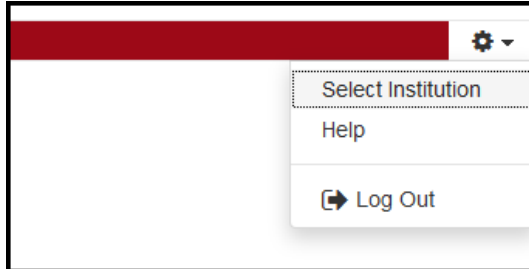


- ✓ Select **Students** to view/request a degree audit for an individual student.
- ✓ Select **Batch** to view/request a batch of audits.
- ✓ At any point within the app, you may use the **Home** button () in the top left of the menu bar to return to the home page.

NOTE: If you are a staff member but also a student, you will be able to access your student profile from the Home page. The **Student Access** button will direct you to a student landing page where you can request an audit.

Settings

The settings menu may be viewed via the **Gear** button (⚙️) drop-down on the right end of the menu bar.



- ✓ **Select Institution** should be avoided. Stay logged into WU at all times.
- ✓ The **Help** option will route you the University Registrar's webpage for WUachieve.
- ✓ Always remember to log out when you are finished using the application.

Students

Student Search

After selecting Students you can search by either student ID or preferred student name. You may be restricted to the list of students specifically assigned to you. If you are an advisor you may see a list of your advisees below the Student Search. You can select students from this list.

A screenshot of the 'Student Search' interface. The page header includes the Washington University in St. Louis logo and name, and the name 'Martha Washington' with 'Washington University in St. Louis' below it. A red navigation bar contains 'Students' and 'Batch' tabs, and a gear icon. The main content area is titled 'Student Search' and contains two search sections. The first section, 'Enter Student ID', has a text input field labeled 'Student ID' and a red 'Submit' button. The second section, 'Search by Student Name', has two text input fields labeled 'First Name' and 'Last Name', and a red 'Search' button with a magnifying glass icon.

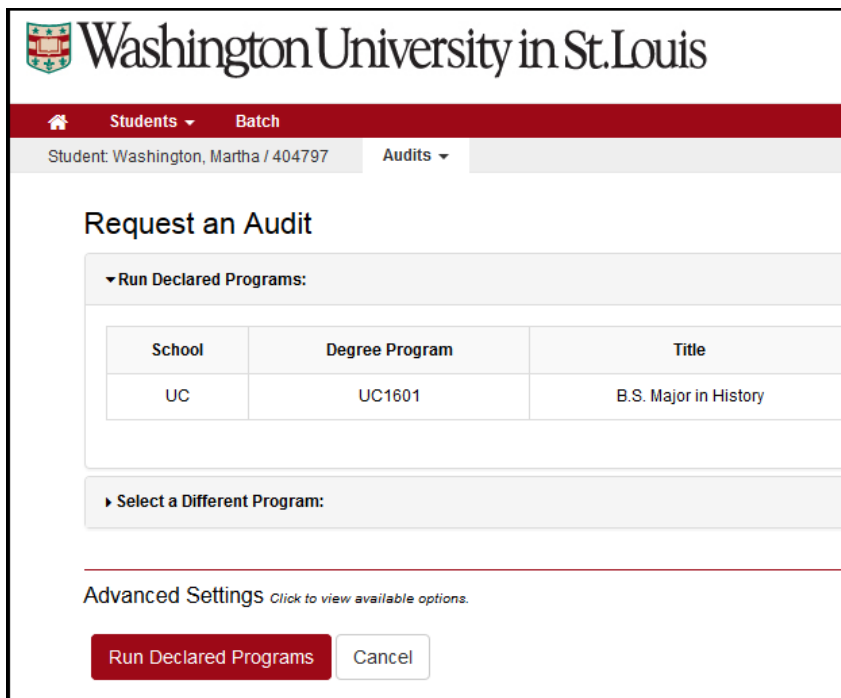
If a student is found, you will either be directed to the last-run audit for that student or you will be prompted to request an audit.

NOTE: The red menu bar at the top of the WUachieve Self-Service screen provides navigation between Students and Batch. Once a student is selected, a bottom gray menu bar appears with the student information and additional menu options.

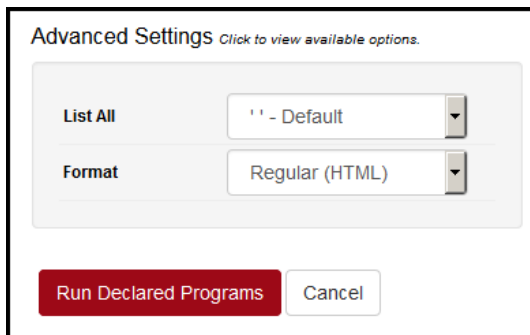


Request an Audit

On the grey menu bar under **Audits** click **Request New** to view the Request an Audit screen. The student's default programs should appear. To run these programs click **Run Declared Programs**.



At the bottom of the audit request page you have access to advanced settings. **List All** should be default. You can choose either an interactive, Regular (HTML) format or PDF format.

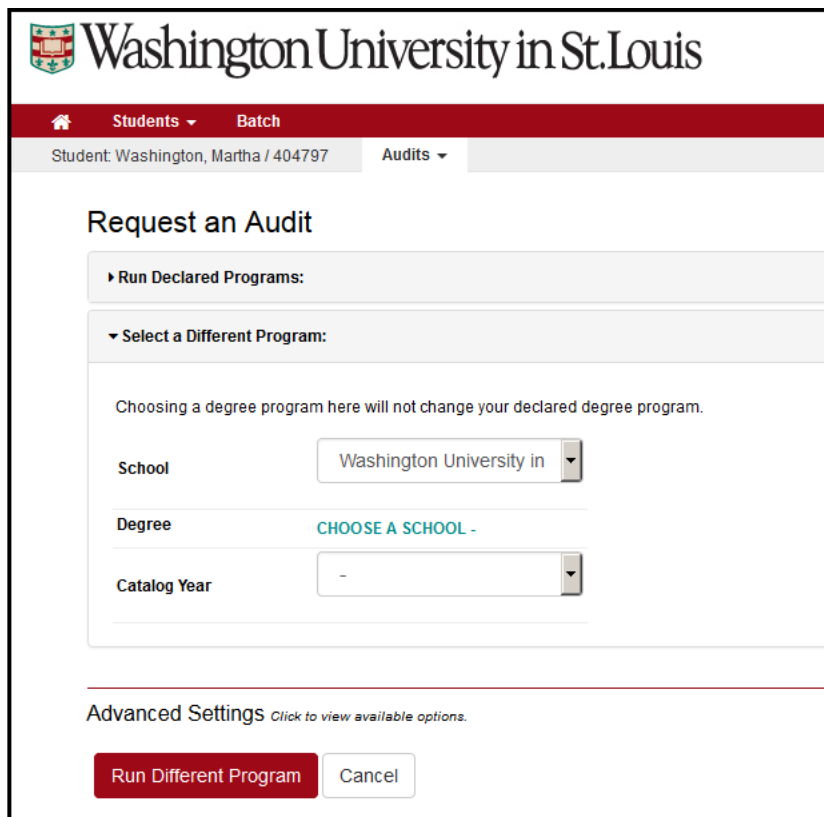


Request a What-If Audit

In addition to running a student's declared programs, you also have the option of running a "what-if" audit. This will force the student's courses, demographics, etc. to run under a program of your choosing.

Click on **Select a Different Program**. You will then be prompted for an alternate school and program. If necessary, you can request an audit under a different catalog year. If no alternate catalog year is selected, the student's default catalog year will be used.

This functionality can also be used for students with dual degrees in different divisions.



The screenshot shows the 'Request an Audit' interface for a student named Martha Washington. The page header includes the Washington University in St. Louis logo and navigation tabs for 'Students' and 'Batch'. The student's name and ID are displayed as 'Student: Washington, Martha / 404797'. The 'Audits' tab is active. The main section is titled 'Request an Audit' and contains two expandable sections: 'Run Declared Programs' (expanded) and 'Select a Different Program' (collapsed). Below the 'Select a Different Program' section, there is a note: 'Choosing a degree program here will not change your declared degree program.' The form includes three input fields: 'School' (a dropdown menu currently showing 'Washington University in'), 'Degree' (a text input field with the placeholder 'CHOOSE A SCHOOL -'), and 'Catalog Year' (a dropdown menu currently showing '-'). At the bottom of the form, there is an 'Advanced Settings' link with the text 'Click to view available options.' and two buttons: 'Run Different Program' (a red button) and 'Cancel' (a white button).

NOTE: WUachieve Self-Service automatically opens the last audit run for a student (and this may have been a what-if audit). It is important to *always* run a new audit when pulling up a new student in WUachieve Self-Service.

Audit Results

On the grey menu bar under **Audits** click **Manage** to view the Completed Audit Requests screen. You will see a list of the most recently run audits. Clicking View Audit will pull up either the interactive audit or PDF.

Washington University in St. Louis

Students Batch

Student: Washington, Martha / 404797 Audits

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New 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
27089	LA1101	201405	05/28/2015 10:27 AM	HTML		✓	View Audit	<input type="checkbox"/>
25846	LA0101	201005	01/13/2015 3:57 PM	PDF		✓	View Audit	<input type="checkbox"/>

The PDF version should display in an Adobe Reader window inside your browser. The preferred browser for viewing PDF audits is Internet Explorer.

The HTML audit is interactive. It allows you to expand and collapse sections of the audit. It two tabs with additional information.

Washington University in St. Louis

Students Batch

Student: Washington, Martha / 404797 Audits

Washington, Martha
B.S. IN HISTORY [Request Audit](#)

Prepared On: 08/21/2015 11:19 AM Program Code: UC1601 Catalog Year: 201005
Student ID: 404797 Graduation Date: Job ID: 2015082111191882

Audit Results Course History Applied Exceptions

Open All Sections Close All Sections [Printer Friendly](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> This report is a guide that allows you to compare your coursework

- ✓ **Course History** displays all course records available in WUachieve.
- ✓ **Applied Exceptions** displays exceptions made to the student's record by authorized users. Exceptions are stored in WUachieve and will not appear in SISAdmin. There is a Memo area with additional information regarding who authorized the exception.

Audit Results Course History Applied Exceptions

The exceptions listed below have been applied in your audit.
Filter by: Code

#	Code	Audit Note	Pseudo Name	Course	RCourse	Req Name	Memo
No exceptions found							

Batch

Run an Existing Batch

Batch allows administrators and advisors to run and print batches of audits. Only select users have the ability to create batches that can then be shared. Batch appears as an icon on the WUachieve Self-Service Home page and also in the red menu bar.

The screenshot shows the 'Batch' page in the WUachieve system. The page title is 'Batch' and it has three tabs: 'Batch Definitions', 'Scheduled Jobs', and 'Run Results'. The 'Batch Definitions' tab is active. Below the tabs is a 'Batch Definition List' with a filter by 'Type' and 'Owner'. The list contains one entry with the following data:

Run Batch	Id	Description	Owner	Clone
Run	44	TEST Batch		

- ✓ The Batch Definitions tab displays a list of Batch reports.
- ✓ The Scheduled Jobs tab shows any batches scheduled for routine or future runs.
- ✓ The Run Results tab shows a list of run Batches and their associated audits.

NOTE: Only one batch may be selected to run at one time.

Batch Results

When the batch run is complete, the audits may be viewed and/or printed. To view audits, navigate to the Run Results tab and click the purple **Audit** button in the View Audits column.

- ✓ To view/print a single audit, click on the red **PDF** button for the audit of interest.
- ✓ To view/print all audits click on the red **Open All in PDF** button.

The screenshot shows the 'Run Result List' page in the WUachieve system. The page title is 'Run Result List' and it has three tabs: 'Batch Definitions', 'Scheduled Jobs', and 'Run Results'. The 'Run Results' tab is active. Below the tabs are two buttons: 'Back to Result List' and 'Open All in PDF'. The list contains two entries with the following data:

Job ID	Student	Name	Degree	Term	Status	openPdf	openTxt
BAT0005700000001			EN6291	201005	Successful	PDF	
BAT0005700000001			SI6504	201305	Successful	PDF	

Contacts

For additional information contact Laura Setchfield or the appropriate school contact:

Laura Setchfield	Registrar's Office	laura.setchfield@wustl.edu	314-935-4751
Tobin Harris	Engineering	tobinharris@wustl.edu	314-935-9652
Marissa Kaltwasser	College of Arts & Sciences	mkaltwasser@wustl.edu	314-935-7239
Cris Baldwin	Sam Fox School	crisbaldwin@wustl.edu	314-935-4761
Elizabeth Fogt	University College	efogt@wustl.edu	314-935-6778
Katie Noonan	Brown School	cnoonan@wustl.edu	314-935-4271
Pat Howard	Graduate School of A&S	pat_howard@wustl.edu	314-935-8525
Sarah Hellin	Law School	sarah.hellin@wustl.edu	314-935-7458