How to Access Your DARS

** First, Check Your MyUTK Profile at https://my.utk.edu. Make sure that all of the information in the column on the left side of the screen is correct (especially your catalog year and advisor).
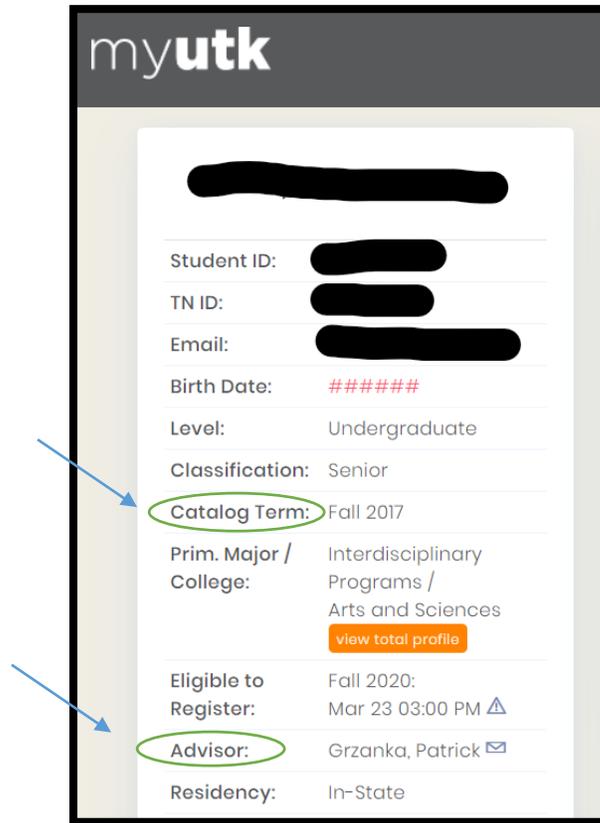
1. Next, click on **DARS and uTrack** under My Resources. This will open a new window.
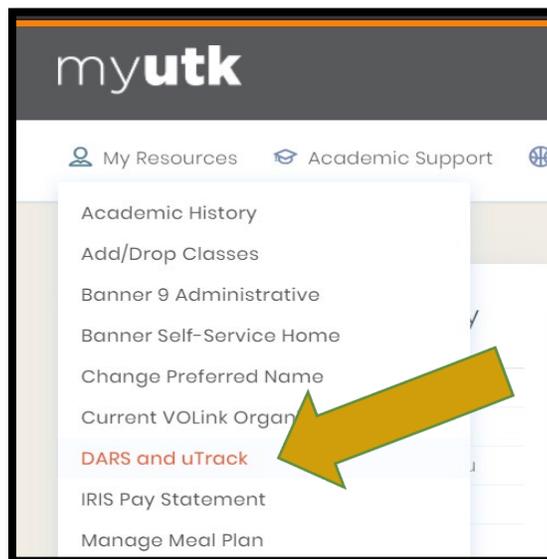
2. Click on "**Run Audit**" button.

Run Audit								Delete
								select all/select none
Instcd	Program	Catalog Year	▾ Created	Audit Type	Format	Run By	Course Type	View	Delete
No completed audits found									

3. **To run a default audit on the major/catalog year listed as your declared program**, click the "Run Declared Programs" button.

Request an Audit

▾ Run Declared Programs:

| School | Degree Program | Title | Catalog Year | Marker | Value | Type | CATLYT |
| | BSED-KNS | BSED: KINESIOLOGY | Fall 2015 | | | | |

▸ Select a Different Program:

Advanced Settings (Click to view available options.)

Run Declared Programs   Cancel

4. The program will take you to a page titled Completed Audit Requests. Click on "view audit" next to the DARS or uTrack audit you wish to see.

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit   Delete
select all/select none

Instcd	Program	Catalog Year	▾ Created	Audit Type	Format	Run By	Course Type	View	Delete
	BSED-KNS	Fall 2015	08/15/2017 2:15 PM		HTML	cdarby4	IP	View Audit	☐
	T-EH-KNS	Fall 2015	08/15/2017 2:14 PM		HTML	PostAudit	IP	View Audit	☐

5. **To run a degree audit on a major/minor other than the one that is currently listed on your profile**, click the Select a Different Program drop down menu.

Request an Audit

▸ Run Declared Programs:

▾ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

College: [- ▾]

Major: [- ▾]

Degree: [- ▾]

Program: [- ▾]

Catalog Year: [- ▾]

Advanced Settings (Click to view available options.)

[Run Selected Program]   [Cancel]

6. For "Selected College/School," pick "**CEHHS"**

   * * If you are minoring in Education then your college will be Arts and Sciences **

7. For "Major:"

   o Choose your planned program of study. Students in the Sport Management and Therapeutic Recreation concentration for RSM generally need to select "Recreation/Sport Management."

8. For "Degree:"

   o Fill in the option that is present in the drop down.
   o If your major is housed in the College of Arts and Sciences (i.e. many of our teacher licensure programs), use the catalog to determine if you are pursuing a BA or BS http://catalog.utk.edu/content.php?catoid=18&navoid=1964.

9. For "Program"

   o Choose your concentration. Leave blank if you have a major with no concentration. (Example, KNS or AUSP)

10. Your catalog year should always be a <u>Fall term</u> even if you started at UT in the spring or summer. Please see the MyUTK homepage as directed above to confirm your catalog year.

You should end up seeing something similar to the screen shot below.

Click on "Run Selected Program" the DARS report for the selected major will automatically open.