

### Faculty Access to Audits

- 1) Go to [www.umb.edu](http://www.umb.edu). Click on WISER (on dark blue section at top of page).
- 2) Scroll halfway down the page to “Degree Audit Access” and click on “Staff only: Log into the Degree Audit System.”
- 3) On “Welcome to UMass Boston DEGREE AUDIT REPORT” page, enter your email user name and password (use email address without @umb.edu: firstname.lastname), and click “login.” NOTE: If you save this address to favorites, you will be able to access audits without previous steps, even when UMB website is down.
- 4) Enter the student’s UMS number, or use the name search option (you might find more than one student with same name), and hit “search” or “continue.”
- 5) IMPORTANT: On next screen, do not open audit (as the system opens to the last audit requested, which is possibly out of date). Instead, click on “request audit” box to the left below the graphs.
- 6) On the “Request Degree Audit Report” page, leave “Run current program” as is (your major, or second major). On bottom section, choose between the “Regular” ( HTML) and PDF formats. The first is in color, but the second is better for printing. After you select format, click “Run audit.”
- 7) Wait until your request appears and click on “Open Audit.” (Verify that it matches the time and date of your request under “created,” so that you have the most recent information.)
- 8) If you chose the “regular” format, you will need to click on “Open all sections” on the left below the graph. The PDF format will open the sections on its own. (Note: the regular format cuts parts of audit off when printed.)