

HOW TO RUN DARS AUDITS ON STUDENT WEB

1. Open a browser window
2. Enter this address: <http://banweb.pdx.edu/>
3. Click on “PSU Information System”
4. Enter your PSU ID and PIN
5. Click on “LOGIN”
6. Click on “Student Services & Financial Aid”
7. Click on “DARS” – Degree Audit Reporting System
8. Click on “Submit an Audit”.
9. Select your College or School from the pull down menu.
10. Select your Degree from the pull down menu.
11. Select your major from the pull down menu.
12. Select your appropriate catalog year from the pull down menu.
13. Click on the “Run Analysis” button.
14. Click on the “view submitted audits” button
15. Click on the “Refresh the List” button every couple of minutes until your audit returns.
16. Click on the audit under the “view link”. This will bring back the audit you requested.
17. **Click “view a printer friendly report”.**
18. **Click Print on your browser toolbar.**

MINORS/2ND MAJORS: If you wish to run an audit for a minor or 2nd major, select the appropriate college, select the degree = “**NON DEGREE**” and the appropriate minor or 2nd major. Select the appropriate catalog year.

TRANSFER EVALUATIONS: If you want to see a copy of your transfer evaluation, select the college “**NOT DECLARED/NOT APPLICABLE**” and then the degree “**BACHELORS**” and the major “**UNDECLARED/UNKNOWN**”. Select the appropriate catalog year.

If you have any questions, please email ASKDARS@PDX.EDU