

VIEWING A DARS REPORT

I. Login to My Fresno State

- A. From your browser, go to <http://my.csufresno.edu>
- B. Click Sign in Button
 1. Enter Email ID and Password
 2. Click Login

II. My Menu

- A. Select Student Center from Student Self Service
- B. Below Academic History, select Degree Progress Report
 1. Requesting DARS Report
 - a) Select **Request New Report** button.
 - b) On the Report Results page, select the **Return to Reports Page** link.
 - (1) The DARS report is now being generated.
 - (2) After **1** minute, click **View A Report** link.
 - c) To view the most recent DARS for the student, select the first **GO** button.

Note: Previous reports are in descending order with the most recent report at the top.

 - (1) Scroll below the student demographic information. The DARS report information is displayed below.
 - (2) If the DARS information is **not displayed** below the asterisks, DARS has not generated yet. **Do the following:**
 - i) Select **Return to Reports Page** and click **View** button again.
 - ii) If you accidentally close the DARS screen, **DO NOT** Request Another Report.
 - iii) Click the **View a Report** link from DARS Progress Report screen.
 - iv) Click the **View** button again from the View Previously Requested Reports.
 2. Printing DARS
 - d) From the browser window to **print multiple pages per sheet**.

Note: Instructions may vary due to your printer model.

 - (1) Select **Print** from the **File** menu, then **Preferences**.
 - i) On the **Layout Tab**, select the number of Pages to Print per Sheet.
 - ii) Click OK.
 - (2) Click **Print**
 - e) From the browser window to **print a section** of DARS.
 - (1) **Highlight** the section to print.
 - (2) Select **Print** from the **File** menu.
 - (3) Click the **Section** button from the Page Range
 - (4) Click the **Print** button.
 3. View a Previously Requested DARS Report

Note: A previously requested DARS report can be viewed without requesting a new report.

 - a) Be sure you are logged in and follow the steps above from “**II. My Menu**” to “**B.1 -Select Degree Progress** then:
 - (1) Click on **View A Report** link from the Degree Progress Report Page
 - (2) Click on the **GO** button in front of the most recent report.