



VIEWING A DARS REPORT

(www.csufresno.edu/are)

- 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. **Menu**
 - A. Select Self Service, then Student Center
 - B. Below Academic History, select Degree Progress
 1. **Requesting DARS Report**
 - a) Select **Run Detailed DARS Report** or **Run Senior DARS Report** link.
 - b) On the View Previously Requested Reports page, select the **Return to Degree Progress Request Page** button.
 - (1) The DARS report is now being generated.
 - (2) After 1 minute, click **View Report(s)** link.
 - c) To view the most recent DARS Report, select the first View 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 Degree Progress Request Page** and click **View Report(s)** button again.
 - ii) If you accidentally close the DARS screen, **DO NOT** request another report.
 - iii) Click the **View Report(s)** link from DARS Degree Progress Report screen.
 - iv) Click the **View Reports(s)** button again from the View Previously Requested Reports.
 - v) To view the most recent DARS Report, select the first View button.
 2. **Printing DARS**
 - d) Use your browser print function to print the DARS Report.
 3. **View a Previously Requested DARS Report**
Note: A previously requested DARS report can be viewed without requesting a new report.

- e) **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 Report(s)** link from the Degree Progress Report Page
 - (2) Click on the **View** button in front of the most recent report.

Advising Questions regarding DARS content or interpretation should be referred to your Advising Counselor.

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