

Viewing A DARS Report

(www.fresnostate.edu/are)

I. Login to My Fresno State

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

II. My Menu

- A. Select **Student Self Service**, then **Student Center**
- B. Select **My Academic Records & Registration**
- C. Select **Degree Progress Reporting**

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.
 - i) If you accidentally close the DARS screen, **DO NOT** request another report.
 - ii) Click the **View Report(s)** link from DARS Degree Progress Report screen.
 - iii) Click the **View Reports(s)** button again from the View Previously Requested Reports.
 - iv) To view the most recent DARS Report, select the first **View** button.

2. Printing DARS

- a) 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.

- a) **Be sure you are logged in and follow the steps above from "II. My Menu" to "C" - Select Degree Progress reporting 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.