Title: Introduction to New U.Achieve Self-Service for Students (LoboTrax)

Office of Origin: UNM Webspace

Description: A manual for students who want to use the LoboTrax service to achieve a degree self audit.
MEMORANDUM

TO: Higher Learning Commission, Criterion 4 Committee
FROM: Alex Gonzalez, Registrar
       Corine Gonzales, Division of Enrollment Management
RE: LOBOTRAX Degree Audit

Please find attached, items regarding LOBOTRAX Degree audit.

- Instructions on how to access LOBO Trax Degree Audit can be found on the following link. This page will provide an overview and instructions on how to access and understand LOBO TRAX: http://registrar.unm.edu/Registration/lobo-trax-degree-audit.html.
- Instructions for student to run a degree audit.
- Instructions for staff on how to run a degree audit.
- Instructions on how to run a transfer credit evaluation (TCE) on Lobo Web.
INTRODUCTION TO NEW U.ACHIEVE SELF-SERVICE for STUDENTS

The purpose of this document is to show current UNM students how to run a LoboTrax audit in UNM Loboweb.

In fall 2015 we will be upgrading our degree audit client from DARwin to the U.Achieve client. This upgrade will change the way UNM staff and students access the LoboTrax audit.

LOGGING IN:

- Go to MYUNM: https://my.unm.edu/cp/home/displaylogin
- Log in with your current UNM net ID and password.
STUDENT LIFE TAB:

- Click on the STUDENT LIFE tab.

- Click on the LOBOWEB link.
- Click on REGISTRATION & RECORDS link.

- Under the “RECORDS” section click on the “Submit or View LOBO Trax degree audits” link.
• Click on the “Submit an Audit” link to run your LoboTrax audit.

• You will need to sign in a second time so reenter your UNM Net ID and Password.

• Now you are in the new U.Achieve “LoboWeb” dashboard.
• It is here you can run two different kinds of audits: the “Current Program” audit or the “Run Selected Program” audit.
- If you want to run an audit for your CURRENT DEGREE, see below:

### REQUEST AN AUDIT

Select a Program
- Run Current Program

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
<th>Marker</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH</td>
<td></td>
<td>Fall 2010</td>
<td></td>
</tr>
</tbody>
</table>

- Run Selected Program:
  Choosing a degree program here will not change your declared degree program.

Options
- Include In Progress Courses
- What if Courses
- Run Type
- Format

- Run Audit  Cancel

- As your audit is running you will see the following message:
• When the audit is done running you will see a list of audits run within the last day or so. To open the audit you just ran, find it in the list and then click on the “View Audit” link to open it.

• Once the audit is done you will be able to view it, see below:
If you want to run an audit for a DIFFERENT DEGREE PROGRAM from the one you are currently in select “Run Selected Program,” see below:
### Select A Program

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
<th>Major</th>
<th>Value</th>
<th>Type</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA - CREW</td>
<td>BA in CREW/CLAY</td>
<td>Fall 2013</td>
<td>Sculpture</td>
<td>300</td>
<td>Elective</td>
<td>R</td>
</tr>
</tbody>
</table>

### Important Notice

These are your selections and if they are wrong you can click on the "Clear Selections" button to start over. If you want to continue with your choice, click on "Run Audit" button to submit your "What If" audit.

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Your Audit Is Loading

This audit will be ready to verify shortly.

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- As your audit is running you will see the following message:

- When the audit is done running you will see a list of audits run within the last day or so. To open the audit you just ran, find it in the list and then click on the "View Audit" link to open it.
Completed Audit Requests

<table>
<thead>
<tr>
<th>Program</th>
<th>Catalog Year</th>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>65910</td>
<td>Fall 2016</td>
<td>ENGL 1101</td>
<td>3.0</td>
</tr>
<tr>
<td>13481</td>
<td>Fall 2016</td>
<td>ENGL 1102</td>
<td>3.0</td>
</tr>
<tr>
<td>13482</td>
<td>Fall 2016</td>
<td>ENGL 1103</td>
<td>3.0</td>
</tr>
<tr>
<td>13483</td>
<td>Fall 2016</td>
<td>ENGL 1104</td>
<td>3.0</td>
</tr>
<tr>
<td>13484</td>
<td>Fall 2016</td>
<td>ENGL 1105</td>
<td>3.0</td>
</tr>
<tr>
<td>13485</td>
<td>Fall 2016</td>
<td>ENGL 1106</td>
<td>3.0</td>
</tr>
</tbody>
</table>

- Once the audit is done you will be able to view it, see below:

- There is a new Menu Bar at the top of your audit as well as new ways to view your UNM LoboTrax Audit, see below:
- **First Menu Section-AUDIT**: Shows you the audit you just ran, see below:

- Under the "AUDITS" area right above the graphs and charts you can see four different tabs within your LoboTrax Audit:
- AUDIT RESULTS TAB: click on your “Audit Results” to see the audit you just ran.

- COURSE HISTORY TAB: You can see your completed courses, both UNM and transfer courses.

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- **AUDIT EXCEPTIONS TAB:** If any exceptions are applied to your UNM record you can view them under this tab. Questions about exceptions should be directed to your academic advisor.

- **MARKERS TAB:** If you have any markers for your UNM degree program you can view them under this tab.

- **Second Menu Section-COURSES:**
  - **HOME:** Displays all completed UNM and transfer courses. Questions about your UNM grades or missing courses should be directed to the Registrar’s Office via email at:
unmreg@unm.edu. Questions about your degree program should be directed to your academic advisor.

### TRANSFER:
Displays all completed transfer courses. For more information about your Transfer Evaluation see Student Info answer #3228. Questions regarding transfer course work should be directed to the Admission Office via email: apply@unm.edu.

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<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Title</th>
<th>CRN</th>
<th>Credits</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>SOC 306</td>
<td>COMMUNIC.</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>PSY 204</td>
<td>DEVELOPMENTAL PSY</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>SPH 115</td>
<td>HSE 10001</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>ENGR 1101</td>
<td>ENGR 101</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>ANTH 302</td>
<td>ANTHROPSIOLOGY</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>PHIL 106</td>
<td>PHILOSOPHY</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>PSY 210</td>
<td>PSYCHOL PSYCH 100</td>
<td>3</td>
<td>3.00</td>
<td>07/10/2013 10:24 AM</td>
</tr>
</tbody>
</table>
- **PLANNED**: Displays any planned courses and allows user to add additional courses. *NOTE ABOUT PLANNED COURSES*: Adding these to your audit does **NOT** register you for the courses.*
  - More detail about Planned Courses below:

  - **Third Menu Section-EXCEPTIONS**: Offers another way to view any exceptions that may be applied to your degree program.
**Exceptions**

- Exceptions to required transfer course work. Adding or deleting a course affects how the student is placed into major.

<table>
<thead>
<tr>
<th>Code</th>
<th>Transfer Coursework</th>
<th>Title</th>
<th>Type</th>
<th>Grade</th>
<th>Earned Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ANTHRO 1010 (CRB)</td>
<td>A101</td>
<td>0.5</td>
<td>80</td>
<td>45</td>
</tr>
<tr>
<td>B</td>
<td>ENG 1010 (CRB)</td>
<td>E101</td>
<td>0.5</td>
<td>80</td>
<td>45</td>
</tr>
</tbody>
</table>

**Fourth Menu Section-TRANSFER EVALUATIONS**: Displays any transfer course work and indicates how the course was processed here at UNM.

**Fifth Menu Section-PROFILE**: Displays your current degree program. **IMPORTANT**: Your academic advisor is the only person who can add, modify or delete your degree program at UNM. If your program appears incorrect or you have questions regarding your degree please contact your advisor directly. **
Important information regarding audits:
- Audits are only retained for a couple of days.
- It is best to run a new audit each time to be sure you are viewing current data.
- Questions regarding your degree should be directed to your academic advisor.
- Questions regarding degree audit should be sent to the LoboTrax Degree Audit Team via email to: lobotrax@unm.edu.
- Questions regarding processing of transfer transcripts should be sent to the Admission Office via email to: apply@unm.edu.
- Questions regarding transfer articulation should be sent to the LoboTrax Transfer Team via email to: tesl@unm.edu.

Student Info Answers:
- #5124: What is a LoboTrax report?
- #3052: How do I view a LoboTrax report?
- #4193: How do I read and understand my LoboTrax audit?
- #3228: How can I view my Transfer Course Evaluation?

*END*
INTRODUCTION TO NEW U.ACHIEVE SELF-SERVICE for Staff

The purpose of this document is to show current UNM advisors and staff how to run a LoboTrax Audit in UNM Loboweb.

In fall 2015 we will be upgrading our degree audit client from DARwin to the U.Achieve client. This upgrade will change the way UNM staff and students access the LoboTrax audit.

LOGGING IN:

- Go to MYUNM: https://my.unm.edu/cp/home/displaylogin
- Log in with your current UNM net ID and password.
EMPLOYEE LIFE TAB:

- Click on the EMPLOYEE life tab.

- Click on the LOBOWEB link.
• Then click on the “Faculty & Advisors” tab.

• Scroll down to “Submit or view LOBO Trax degree audits” link and click on it.

• Click on the “Submit an Audit” link.
• You will need to sign in a second time so reenter your UNM Net ID and Password.

• Now you are in the new U.Achieve “LoboWeb” dashboard, see below:
• To run a LoboTrax audit, click on the “STUDENTS” icon.

• Enter the student’s Lobo (Banner) ID and click on “SUBMIT.” If you don’t know the student ID number you can also search by name now. See below:
• Now you have the choice of running an audit for the student’s current program or running a “What If” audit.

• To run the student’s current degree program leave the “Run Current Program” radio button selected, scroll to the bottom and select the “Run Audit” button. See below:
If you want to run a "What If" audit then you will need to select the "Run Selected Program" button and fill in the necessary program information. Click on the "Run Audit" button to run the audit.
- As your audit is processing you will see this screen:

- When the audit is done running you will see a list of audits run within the last day or so. To open the audit you just ran, find it in the list and then click on the "View Audit" link to open it.
The "What If" audit opens and looks much like the old LoboTrax Audits did as you will see in the example below:

There are some new features in the U.Achieve LoboTrax Audit found in the tabs to the right of the student's name, see below:
- **MENU FEATURES:**
  - First Menu Section-AUDIT: Shows you the audit you just ran for the student, see below:
Under the “AUDITS” area right above the graphs and charts you can see four different tabs within the student’s LoboTrax Audit:

- AUDIT RESULTS TAB: click on this tab to see the audit you just ran.
- COURSE HISTORY TAB: You will see the student’s completed courses, both UNM and transfer courses.

- APPLIED EXCEPTIONS TAB: If the student has any exceptions applied to a degree program you will be able to see them under this tab.
• MARKERS TAB: If the student has any markers for his/her degree program you will see them under this tab.

- Second Menu Section-COURSES:
  - HOME: Displays all completed UNM and transfer courses. Questions regarding a student’s UNM record should be directed to the Registrar’s Office via email at: unmreg@unm.edu.
- **TRANSFER**: Displays all completed transfer courses. For more information about running a Transfer Evaluation courses see Student Info answer #3228. Questions regarding transfer course work should be directed to the Admission Office via email: apply@unm.edu.
PLANNED: Displays any planned courses and allows user to add additional courses. *NOTE ABOUT PLANNED COURSES: Adding these courses to a student’s audit does NOT register him/her for the courses.*

- More detail about Planned Courses below:
- **Third Menu Section-COMMENTS**: Displays any comments from advisors.

- **Fourth Menu Section-TRANSFER EVALUATIONS**: This is where you can view a Transfer Credit Evaluation (TCE) for a student.
Fifth Menu Section-EXCEPTIONS: Displays any applied exceptions for the student.
- Sixth Menu Section: PROFILE - Displays the student’s current degree program and the demographic information.

- Important information regarding audits:
  - Audits are only retained for a couple of days.
  - It is best to run a new audit each time to be sure you are viewing current data.
o Questions regarding degree audit should be sent to the LoboTrax Degree Audit Team via email to: lobotrax@unm.edu.

o Questions regarding processing of transfer transcripts should be sent to the Admission Office via email to: apply@unm.edu.

o Questions regarding transfer articulation should be sent to the LoboTrax Transfer Team via email to: tes1@unm.edu

Other resources:

• Student Info Answers:
  ▪ #5124: What is a LoboTrax report?
  ▪ #3052: How do I view a LoboTrax report?
  ▪ #4193: How do I read and understand my LoboTrax audit?
  ▪ #3228: How can I view my Transfer Course Evaluation?

*END*
RUNNING A TRANSFER CREDIT EVALUATION (T.C.E.) IN LOBOWEB

The purpose of this document is to show current UNM students with transfer courses how to run a Transfer Credit Evaluation (TCE) in Loboweb.

In fall 2015 we will be upgrading our degree audit client from DARwin to the U.Achieve client. This upgrade will change the way UNM staff and students access the LoboTrax audit.

LOGGING IN:

- Go to MYUNM: https://my.unm.edu/cp/home/displaylogin
- Log in with your current UNM net ID and password.
STUDENT LIFE TAB:

- Click on the STUDENT LIFE tab.

- Click on the LOBOWEB link.
• Click on REGISTRATION & RECORDS link.

• Under the “RECORDS” section click on the “Submit or View LOBO Trax degree audits” link.
Click here for important Spring 2014 refund and registration deadline information.

- Click on the “Submit an Audit” link to run your LoboTrax audit.
Submit an Audit
Run a LOBO Trax degree audit.

View Submitted Audits
Choose from a list of previously submitted LOBO Trax degree audits.

RELEASE: 8.6

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- You will need to sign in a second time so reenter your UNM Net ID and Password.

- Now you are in the new U.Achieve “LoboWeb” dashboard where you can run your audit, run a “What If” audit, view your courses, look at your exceptions, run a transfer evaluation, or look at your degree program profile.

- To view your TCE, you will first need to run a current audit so select the “Run Current Programs” radio button.
## Request an Audit

### Select A Program

- **Run Current Programs:**

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
<th>Marked</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA-GRMN</td>
<td>BA in GERMAN - Regular or Second Language Option</td>
<td></td>
<td>Fall 2015</td>
<td></td>
</tr>
</tbody>
</table>

- **Run Selected Program**

Choosing a degree program here will not change your declared degree program.

<table>
<thead>
<tr>
<th>College</th>
<th>Major</th>
<th>Degree</th>
<th>Degree</th>
<th>Program</th>
<th>Catalog Year</th>
</tr>
</thead>
</table>

### Options

- **Include In Progress:**
- **Courses:**
- **What If Courses:**
- **Run Type:** Audit and E
- **Format:** Regular (HTI)

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**To run your current program leave this button selected and click on the “Run Audit” button**
- Click on the “Run Audit” button to submit your request.
- As your audit is running you will see the following message:

GETTING STARTED WITH UMRS

You can now run audits.

Your Audit Is Loading

Your audit is ready momentarily ... 

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- When the audit is done you will see a list of audits run within the last day or so. To open the audit you just ran, find it in the list and then click on the “View Audit” link to open it.

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- Above your LoboTrax audit is a gray Menu Bar with several new functions including the “Transfer Evaluations” option.
To get to your TCE, click on the "Transfer Evaluation" link in the menu bar.

Your TCE contains all completed transfer course work processed by the Admission Office and how they transferred to UNM.
- Important information regarding audits:
  - Audits are only retained for a couple of days.
  - It is best to run a new audit each time to be sure you are viewing current data.
  - Questions regarding your degree should be directed to your academic advisor.
  - Questions regarding processing of transfer transcripts should be sent to the Admission Office via email to: apply@unm.edu.
  - Questions regarding degree audit should be sent via email to: lobotrax@unm.edu.
  - Questions regarding transfer articulation should be sent via email to: test1@unm.edu.

- Other resources:
  - Student Info Answers:
    - #5124: What is a LoboTrax report?
    - #3052: How do I view a LoboTrax report?
    - #4193: How do I read and understand my LoboTrax audit?

*END*