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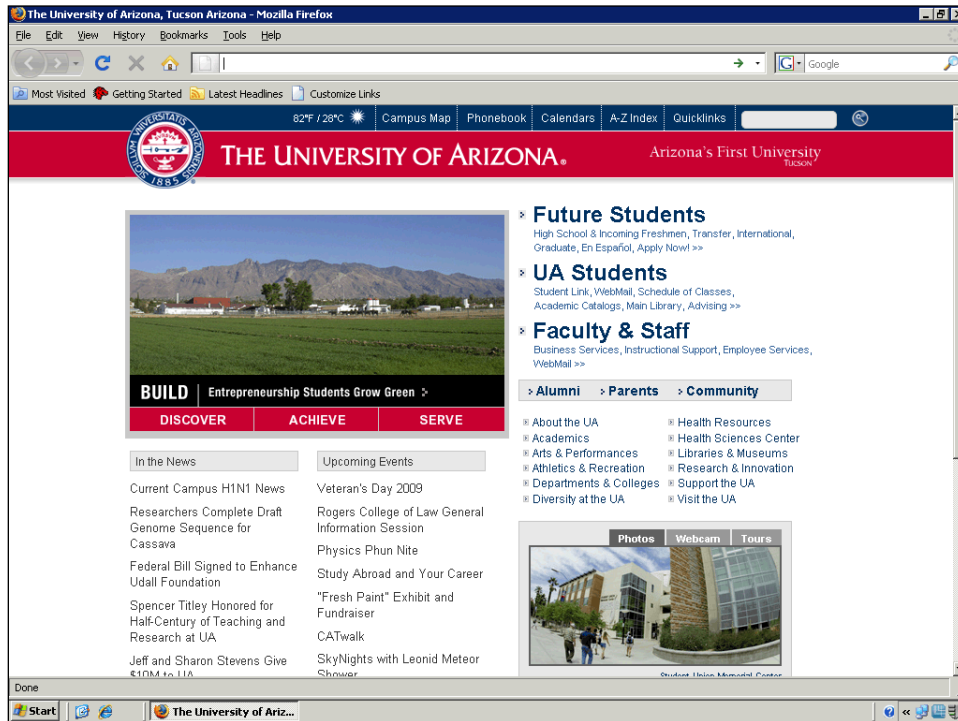
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UAccess Student 9.0 - Academic Advisement

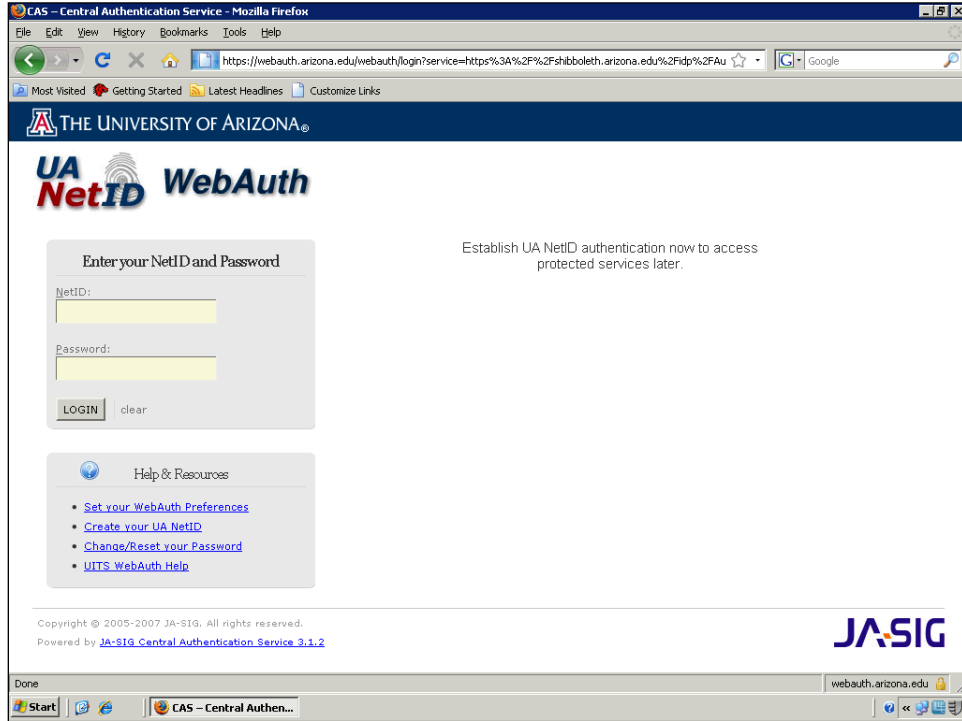
Generating Student IDs


Student Query

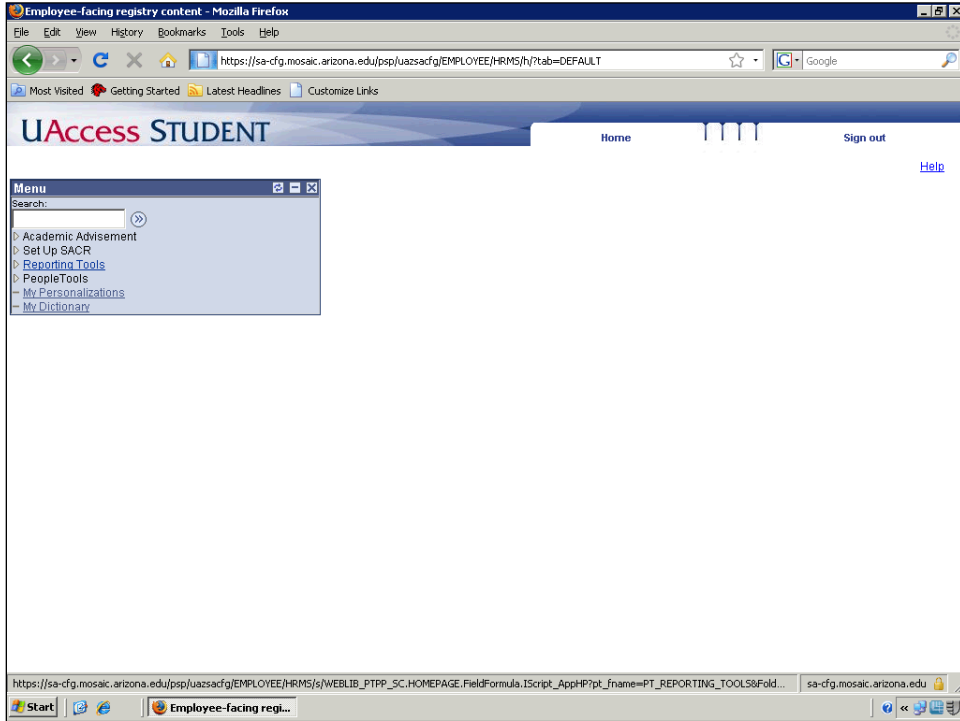
Procedure



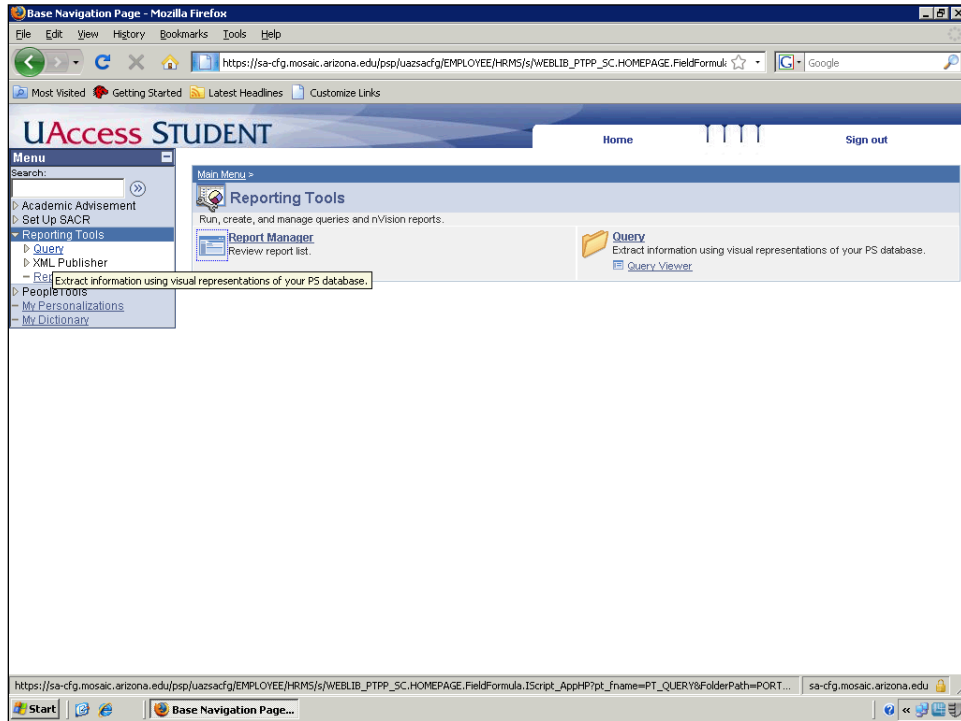
Step	Action
1.	Enter the desired information into the Location field. Enter " sa.mosaic.arizona.edu/config ".



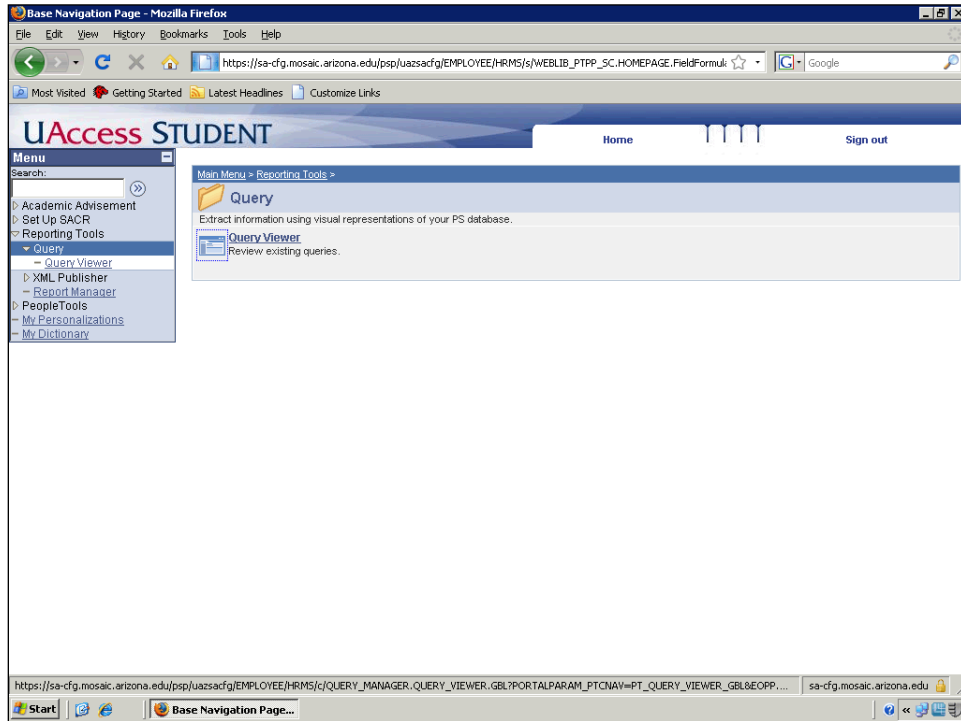
Step	Action
2.	Enter the desired information into the NetID: field. Enter Your NetID
3.	Enter the desired information into the Password: field. Enter Your NetID Password
4.	Click the LOGIN button. 



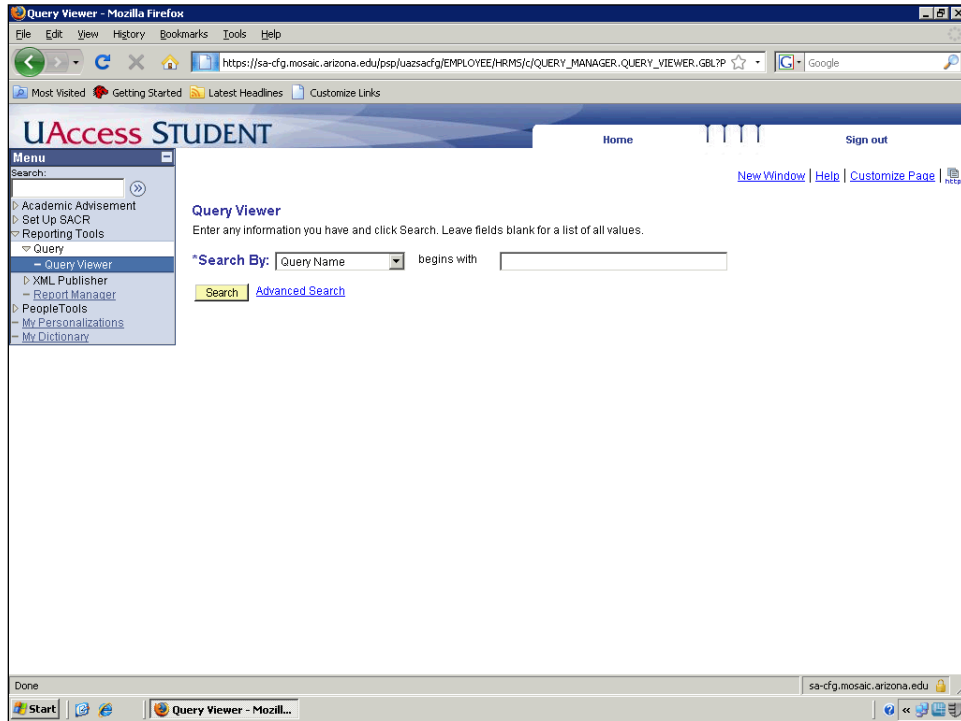
Step	Action
5.	<p>There are test students in the system for you to use to test audits. To find students, you can use the Reporting tools.</p> <p>Click the Reporting Tools link.</p> <p>Reporting Tools</p>

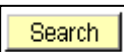


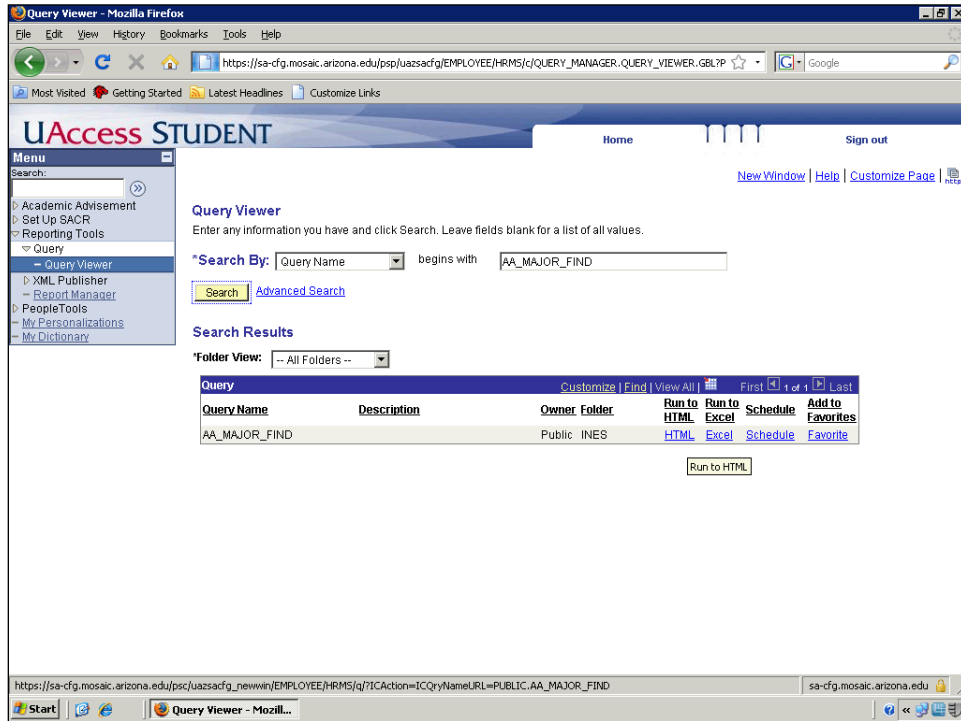
Step	Action
6.	We are going to run a query to find these students. Click the Query link. Query



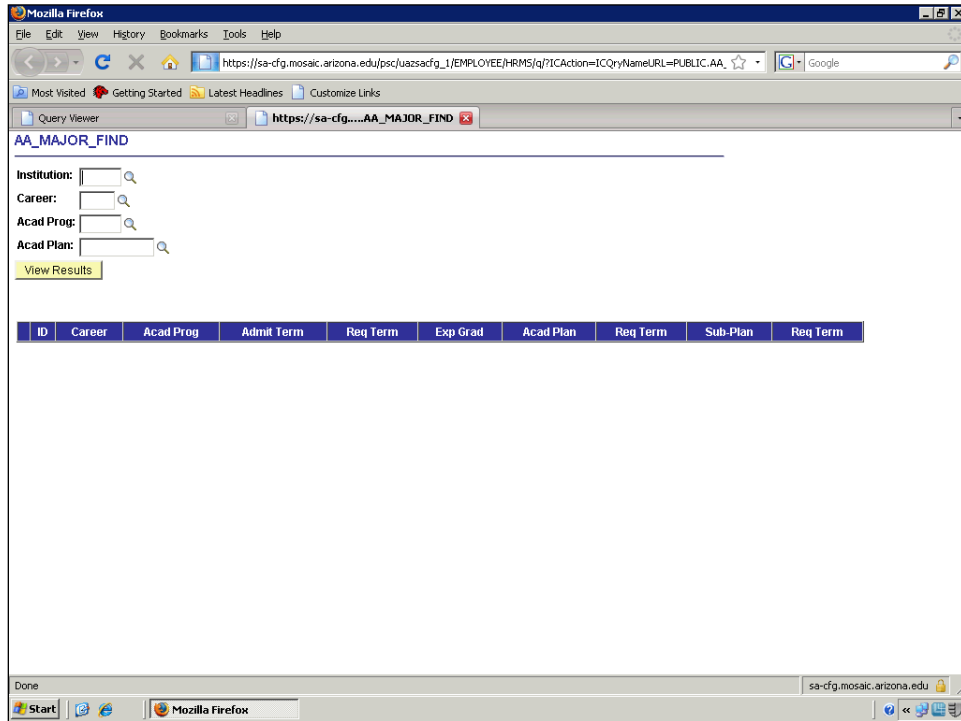
Step	Action
7.	A query has already been created for you. Let's view this query. Click the Query Viewer link. Query Viewer

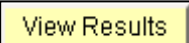


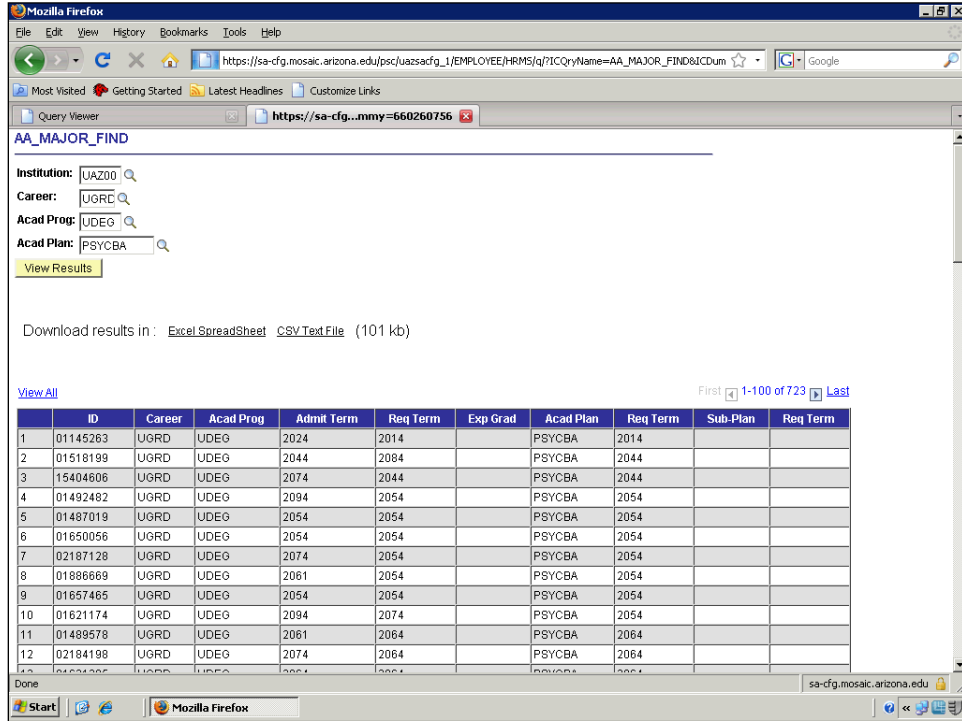
Step	Action
8.	Search by should say Query Name. This is what you need. In the "begins with" box type the name of the query. Enter the desired information into the field. Enter "UA_AA_MAJOR_FIND" .
9.	Click the Perform Search graphic. 



Step	Action
10.	<p>There are two options for viewing this query. You can view it as HTML or in an excel document. For now, let's view it as HTML.</p> <p>Click the HTML link.</p> <p>HTML</p>



Step	Action
11.	<p>The institution code for the UA is UAZ00 with two zeros, not the letter O.</p> <p>Enter the desired information into the field. Enter "UAZ00".</p>
12.	<p>The Academic Career we are looking at now is Undergraduate. The code for the Undergraduate Career is UGRD.</p> <p>Enter the desired information into the Career: field. Enter "UGRD".</p>
13.	<p>The Academic Program we are looking at is Undergraduate. The code for the Undergraduate Program is UDEG.</p> <p>Enter the desired information into the Acad Prog: field. Enter "UDEG".</p>
14.	<p>Each major and minor is a separate Academic Plan and has its own code. Refer to the Major to Plan code table you were given in training to find your own plan code. For now, let's look at the BA in Psychology.</p> <p>Enter the desired information into the Acad Plan: field. Enter "PSYCBA".</p>
15.	<p>Click the View Results button.</p> <p></p>



Step	Action
16.	Copy this ID to run the audits and use for testing students.