**SZADARQ: Audit Request**

1. Enter ID or name; enter current term, and Next Block (Ctrl + Page Down). If degree/major desired appears in the top "Default" area, simply select “Run Audit” (bottom right).
2. If a “what if” audit with a different major is desired, select it using the Degree/Program drop down menu; then enter Catalog Year Term. Then “Run Audit” (bottom right).
3. After you run the Audit Request “Run Audit,” select “Options” (upper left) and “View Audit” (SZADARO).

**SZADARO: Audit View**

1. Click on any field for student audit you are selecting, and select “View Audit” at bottom right. Alternatively, you can double click on the highlighted student. The audit will display in your web browser.
2. If the ID/name for the audit you ran has not displayed yet, Rollback (Shift + F7) to refresh.