How to Access Your DARS

** First, Check Your MyUTK Profile at https://my.utk.edu. Make sure that all of the information in the column on the left side of the screen is correct (especially your catalog year and advisor).

1. Next, click on DARS and uTrack under My Resources. This will open a new window.
2. Click on “Run Audit” button.

3. To run a default audit on the major/catalog year listed as your declared program, click the “Run Declared Programs” button.

4. The program will take you to a page titled Completed Audit Requests. Click on “view audit” next to the DARS or uTrack audit you wish to see.
5. **To run a degree audit on a major/minor other than the one that is currently listed on your profile,**
click the Select a Different Program drop down menu.

6. For “Selected College/School,” pick **CEHHS**
   * * If you are minoring in Education then your college will be Arts and Sciences **

7. For “Major:”
   o Choose your planned program of study. Students in the Sport Management and Therapeutic Recreation concentration for RSM generally need to select “Recreation/Sport Management.”
8. For “Degree:”
   - Fill in the option that is present in the drop down.
   - If your major is housed in the College of Arts and Sciences (i.e. many of our teacher licensure programs), use the catalog to determine if you are pursuing a BA or BS [http://catalog.utk.edu/content.php?catoid=18&navoid=1964](http://catalog.utk.edu/content.php?catoid=18&navoid=1964).

9. For “Program”
   - Choose your concentration. Leave blank if you have a major with no concentration. (Example, KNS or AUSP)

10. Your catalog year should always be a Fall term even if you started at UT in the spring or summer. Please see the MyUTK homepage as directed above to confirm your catalog year.

You should end up seeing something similar to the screen shot below.

Click on “Run Selected Program” the DARS report for the selected major will automatically open.