Web Audit Steps for Advisors

Please Note: You will need to read the text accompanying each step as you process audits.

1)   Log into MyWashburn

2)   Select Faculty Tab

3)   Under Faculty/Advisor Self Service, select the *CAPP Advising Tool* for catalogs prior to 2016-2017

4)   Select a term prior to Fall 2016

5)   Select Student

6)   Select Advise Students-- at bottom of screen

7)   Select Process Degree Audits and Explorations

8)   Select Generate Degree Audit to process audit for declared program
   or
8)   Select Explore Different Degree Programs if no program has been declared
        or if the program is a PENDING program
        Please Note: *If the degree program has a concentration attached, once you've selected the First Major, you must then select "Add More" to select the concentration*

9)   To view audit, select Detail Requirements

10)   To print audit, select Letter Landscape from Page Setup Options.