U. Achieve: How to find out what courses you need by running a Degree Audit!

1. Log into MyIvy (my.ivytech.edu)
2. Under “Mylvy” on the left side click on the “student” link
3. Once you click on the “student” link, you will see the below menu. Click on the “advising” link to move into the advising resources.
4. Once you have clicked on the “advising” link, you will see the below information. Click on “degree completion tracker” to move into the degree audit software.

5. To request an Audit for your current program, click **Run Audit** under the audits tab.
   a. To do a “what-if” audit, click on **Find out how your courses would apply if you changed majors**: you will then select the degree and year in which you are running an audit for. (If you get a forbidden error, please click the back button and follow the steps below to view the audit.)

**Request an Audit**

- **Run An Audit On Current Program:**
- **Find out how your courses would apply if you changed majors:**
  - **Degree**
  - **Catalog Year**

**Options**

- **Run Type**
- **List All**
- **Format**

**Run Audit**
6. Once you have run the audit you can view the audit by clicking on “view audit” (it is located on the right side)
   a. To run a new audit click on “New Audit” on the top left side of the page.