


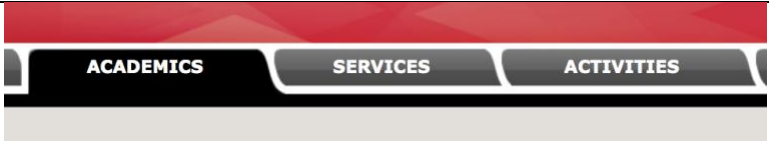
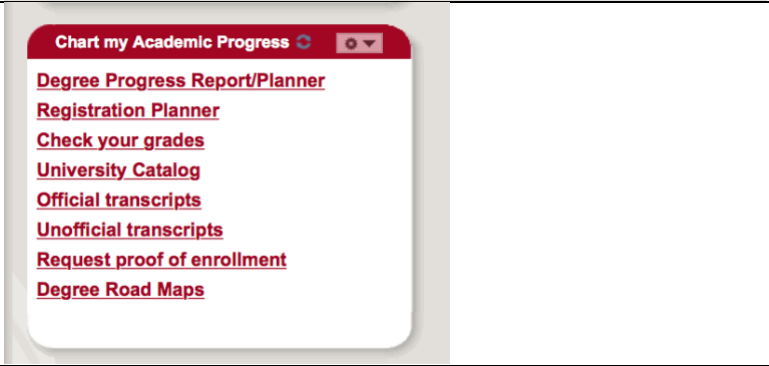
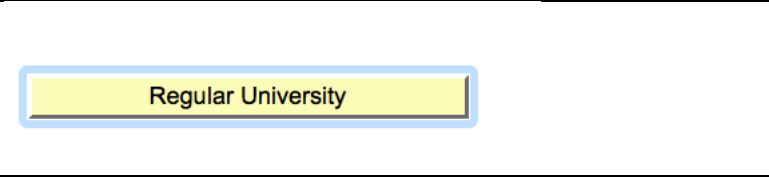


How to save DPR as a PDF file

<p>1. Login to your CSUN Portal by clicking on this LINK</p>	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;">Login</p>								
<p>2. On the right side of the page you will find the “Quick Links”. Click on the Degree Planning Tools icon.</p>	<p style="text-align: center;">  DEGREE PLANNING TOOLS </p>								
<p>3. Click on Step 2: Degree Progress Report/Planner.</p>	<div style="background-color: #800000; color: white; padding: 10px;"> <p>Step 2: Degree Progress Report/Planner</p> <p>Plan ahead to complete your degree on time. This interactive tool comprises an audit, showing your completed courses and remaining requirements, and a planner that allows you to drag and drop courses from that audit into a personalized semester-by-semester plan. Using this tool will help CSUN make more of the courses you want available in the future.</p> </div>								
<p>4. Click on the red Request Audit button.</p>	<p style="text-align: center;">You need to request an audit before viewing results. Request Audit</p>								
<p>5. If you are in ACCT 350 and have not applied for the Professional Accountancy major yet, then your program will show up as “Pre-Accountancy”.</p> <p>6. Change the format to “PDF” then click the red “Run Audit” button.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Request an Audit</p> <p>Select A Program</p> <p><input checked="" type="radio"/> Run Current Programs:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Degree Program</p> <p style="text-align: center;">ACCTPROF</p> </div> <hr/> <p><input type="radio"/> Run Selected Program:</p> <p>Choose desired degree program and also select the CURRENT YEAR from the Catalog Year drop-down list. (N)</p> <p>Degree: <input type="text" value="-"/></p> <p>Catalog Year: <input type="text" value="1999"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Options</p> <p>Include In Progress Courses <input checked="" type="checkbox"/></p> <p>Format: <input checked="" type="checkbox"/> Regular (HTML) <input type="checkbox"/> PDF</p> </div> <p style="text-align: center;"> Run Audit Cancel </p> </div>								
<p>7. Click on “View Audit”</p>	<p style="text-align: right;">Delete</p> <p style="text-align: center;">select all/select none</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Run By</th> <th>Type</th> <th>View</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Student</td> <td style="color: green;">IP</td> <td>View Audit</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Run By	Type	View	Delete	Student	IP	View Audit	<input type="checkbox"/>
Run By	Type	View	Delete						
Student	IP	View Audit	<input type="checkbox"/>						
<p>8. Save your DPR as a PDF. You have to use a different browser other than Chrome to be able to save it properly. (Safari, or Internet Explorer works)</p>									



How to save your Unofficial Transcript

1. Click on the “Academics” tab on your CSUN portal.	
2. On the lower right corner. Click on the “Unofficial Transcripts” link.	
3. Click on this icon.	
4. You can either save the page as a PDF, and make sure that all information is showing up. OR 5. You can copy and paste it on a word document and save that as a PDF.	