How to run a DARS report:

1. Go to Wingsexpress.wright.edu

2. Login to Wings Express using your:
   a. **UID number** - ex.: U00123456
   b. **Pin number** – six characters or digits you created

3. Click the **Student and Financial Aid Tab**

4. Under the tab, choose **Student Records**

5. Click on **DARS**

6. Next, click on **Submit an Audit**:
   a. If your major appears in **Select Advisor Reviewed**, just click **Run Audit** and follow **steps 12-14**
   b. Or, if no major appears, **Follow the directions below**:

7. Click the **What If?** button

8. Choose your **College of Major** and hit select

9. Choose your **Degree** and hit select
   a. If you do not see your major, check which college and degree you have selected

10. Click select when it says **Current Term**

11. Then, click **Run Analysis**

12. **Wait one minute** and click **View Submitted Audits**

13. Choose the most recent **DARS** report under **View Link**

14. **You are ready to print your DARS report!**