

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!**