



## Faculty Access to DARSweb:

Available 24 hours a day / 7 days a week.

You may experience some infrequent down times due to programming fixes if needed.

## Directions for accessing DARS:

From the MHCC home page [www.mhcc.edu](http://www.mhcc.edu)

1. Click: My MHCC (top right of screen).
2. Enter: User Name and Password (top left of screen). Your *User Name* is the first seven letters of your last name and first initial. For example, John Williams would be williamj. Your *password* is your six digit birth date in MMDDYY format (unless and until you change it). For example, December 3, 1961 would be 120361. Once logged in:
3. Click: My Courses (2<sup>nd</sup> to last tab, top of screen).
4. Click: Faculty Advising (white box, on left).
5. Click: Advisor – Select Student to choose your student. Enter the MHCC id# of the student or follow the directions to search for an id#. Once you have the id#, close window, go back to portal page and
6. Click: DARS – Degree Audit.
7. Click: Audits (blue bar, top left of screen) and select Request New Audit.
8. Select the Degree Program and Catalog Year from the drop down menus. \*
9. Click: Submit a New Audit. Wait 10 - 15 seconds. The screen will blink and the new audit will be available to view.

\*When requesting an audit, a drop down menu will appear with an alphabetical listing of the certificate and degree programs. You need to choose the appropriate year for the career/technical programs. The program called “Evaluation of Courses From Other Institutions” will show how each course transfers from other schools if the transfer transcript has been entered in DARS. Transfer courses entered into DARS will also show up in any certificate or degree program as well.

All career/technical programs are available from catalog years of 2002 to current with the exception of a few programs that are not available for the 2002-03-catalog year. The transfer degrees and transfer programs are available for the current catalog year only. If you request an audit for a year a program does not exist, you will see the word ERROR in the Title field of the audit display line as well as an error message on the actual audit.