

DARS/u.achieve Login Notes

IF YOU ARE NEW TO DARS/u.achieve:

The “u.achieve (DARS) Security Authorization Form” (http://www.dars.mntransfer.org/support/documents/pdf/DARS_its_security.pdf) will need to be completed and faxed to the System Office as noted at the bottom of the form.

For printing degree audits, you will also need ISRS access. If you have no ISRS access, you will need “Student Security Authorization” at (<http://www.its.mnscu.edu/isrs/index.html>). Contact your ISRS Approval Manager on your campus for more information.

Minnesota State IT Service Desk will give you a DARS/u.achieve User ID and ISRS access, if applicable – the format may vary at the different regions, but User ID should be the same as ISRS, but with an added “da” at the end.

You will be sent an email with a temporary password. You will use the temporary password for your initial login, but will be prompted to create a new password. This is the password you will use now to login to DARS/u.achieve.

DARS/u.achieve PASSWORD RESET AS A CURRENT DARS USER:

If you need your password reset or if you have not used DARS/u.achieve for a period of time and your DARS/u.achieve password has expired or been forgotten, you will need to request a password reset.

The DARS/u.achieve Password Reset Request documentation has been posted at http://www.dars.mntransfer.org/support/documents/pdf/DARS_Password_Reset.pdf

Password Reset Request forms submitted will go directly to the Minnesota State IT Service Desk and reset notification will be emailed directly to the User’s Email Address submitted with the request.

After verification, you will be sent an email with a temporary password. You will use the temporary password for your initial login, but will be prompted to create a new password. This is the password you will use now to login to DARS/u.achieve.

If you have questions about your password or reset, please contact: Minnesota State IT Service Desk at <https://servicedesk.mnscu.edu/CherwellPortal/MNSO> .

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