

# How to View and Save Your GPS Audit

## Step 1: View your GPS Audit

- To view your GPS Audit, log in to **FlashLine** and click on **Student > Resources > Advising and GPS > GPS Audit and Plan**
- Click on “**GPS Audit**” if your audit does not automatically appear
- Be sure to click on the “**Process New**” button before proceeding to ensure you have the most recent information

The screenshot shows the FlashLine interface for a student's GPS Audit. At the top, there are navigation tabs for 'Flashline', 'FAQ', and 'Print'. Below these are search fields for Student ID, Name, Degree, Major, Level, Class Level, Last Audit, and Last Refresh. The 'Process New' button is highlighted with a green arrow. Below the navigation is a table titled 'Graduation Planning System Degree Audit' with columns for Student, ID, Class Level, Campus Enrolled, Prof. Advisor, Fac. Advisor, Hon. Advisor, Athl. Advisor, Level, College, Degree, Major, Concentration, Minor, Term Honors, Academic Standing, Hours toward Degree, Earned Hours, Overall GPA, Major GPA, Minor GPA, FERPA Release, and Graduation Application Submitted for. The student's information is displayed in the table, and the 'Print' button is also highlighted with a green arrow.

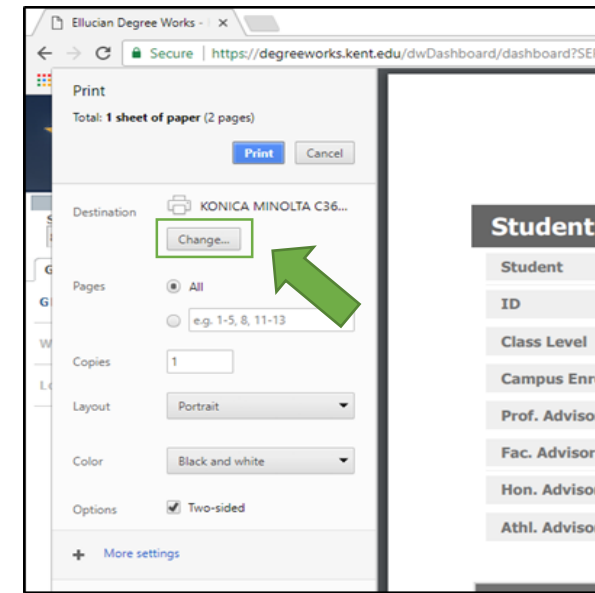
Student	ID	Class Level	Campus Enrolled	Prof. Advisor	Fac. Advisor	Hon. Advisor	Athl. Advisor	Level	College	Degree	Major	Concentration	Minor	Term Honors	Academic Standing	Hours toward Degree (Includes In Progress)	Earned Hours	Overall GPA	Major GPA	Minor GPA	FERPA Release	Graduation Application Submitted for:	
Doe, Jane Test Student	810160849	Freshman	Kent Campus					Undergraduate	Coll of Arts and Sciences	Bachelor of Arts	English				Not Calculated	0	15	1.866	0.000			Yes	

## Step 2: “Print” your GPS Audit

- To save your GPS Audit, click “**Print**” along the top row of buttons
- See above image

### Step 3: Change Your Print Destination

- After clicking print, a screen similar to the image on the right will appear
- Select **“Change”** to choose a different print destination



### Step 4: Save as PDF

- Select **“Save as PDF”**
  - If you are using Internet Explorer, the option might say **“Microsoft Print to PDF”**
  - Click **“Save”** or **“Print,”** either will allow you to name and save your document
  - See images below

