DARS BATCH QUICK REFERENCE

1. Log on to [http://dars.services.wisc.edu](http://dars.services.wisc.edu) using your NetID and password
2. Click Create Batch Request on the Faculty/Staff Request page
3. Enter information in the appropriate fields and click Continue
4. Continue to the Confirmation Page

a. The **Confirmation page** will check the Campus IDs you have entered. It will indicate how many invalid and valid IDs are included. If there are no invalid IDs, your page should look like this:

![Batch Parameters Confirmation](image)

b. If there are any errors or you wish to change any aspect of your request, click **Edit Request** to go back to the Request page.

c. If you want to start all over again, click **Cancel Request**

d. If there are no errors, click **Continue** to finalize your request

*There will be a short pause while the request is processing.*
*Please be patient while the batch run is being populated.*
5. You can monitor the status of your request on the DARS Batch Recent Requests Summary page.
   
   a. Contact the DARS administrator if the request is pending their approval.
   
   b. Click View Requested Reports.

   ![Recent Batch Requests]

   back to top

6. View and/or print your reports. The All Reqs Met column will indicate whether the student has completed all program requirements or not.

   ![Completed Reports]

If you have any further questions, contact the DARS administrator for assistance.