**How to Run a Tar Heel Tracker Report (Admin Navigation)**

This section will show advisors how to run a Tar Heel Tracker in ConnectCarolina through the administration navigation.

**Note:** This navigation is the only area where advisors have access to the Plan By My Tar Heel Tracker and the What-if reports.

1. Login to ConnectCarolina.

2. Navigate to the **Request Advisement Report** page by following the navigation: *Academic Advisement > Student Advisement > Request Advisement Report*

3. Request Advisement Report Page
   - a. Enter the student’s *PID* in the ID field
   - b. Click the **Search** button.

4. Search Results
   - a. **ADDAR**-Main Tar Heel Tracker report
   - b. **PLANR**-Plan By My Tar Heel Tracker report
   - c. **WHTIF**-What-if report

5. Click on the **ADDAR** link
6. Advisement Request Results

Click **Process Request** to process the audit.

![Image of Process Request](image1.png)

7. Tar Heel Tracker Report

By default items that are satisfied are collapsed and unsatisfied items are expanded.

a. You can expand or collapse all requirements/requirement groups via the two buttons at the top of the audit.

![Image of expand/collapse buttons](image2.png)

b. Run the audit report again to return to the default view.

![Image of audit report](image3.png)