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*

   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.

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