

Viewing a What-If Report (DPR) in accesSPoint

1. Start at the **Student Records** tile.
2. Click on **What-If Report** on the left.
3. Enter a student's ID, ensure the Institution is **UWSTP** and Report Type is **WHAT**. Click **Add**.

The screenshot shows the 'Student Records' page with a sidebar on the left containing links for 'Student Program/Plan', 'Student Advisor', 'Student Class Schedule', 'Student Milestones', 'What-If Report' (highlighted in green), and 'Academic History Report'. The main content area is titled 'Request Advisement Report' and includes search fields for 'ID', 'Academic Institution' (set to 'UWSTP'), and 'Report Type' (set to 'WHAT'). There are 'Find an Existing Value' and 'Add a New Value' buttons at the top and bottom right.

4. Click **Use Career Simulation**. A new link appears (**View/Change the Career Simulation**). Click on it.

The screenshot shows the 'Report Request' form with various fields filled out, including 'Academic Institution' (UWSTP), 'Report Type' (WHAT), and 'Report Status' (Request Pending). The 'Actions' section contains a 'Process Request' button. The 'What-If Information' section is expanded, showing a checked 'Use Career Simulation' checkbox and a blue link 'View/Change the Career Simulation'. A red circle highlights this area. There is also an 'Add a What-If Course' link and a 'Save' button at the bottom.

5. Click **Copy Current Program** to bring in the student's current plans and subplans.

6. Make adjustments to the student's plans and subplans as desired.
 - a. To add an additional major/minor, click on the **plus sign** in the **Plan What-If Data** box. If you want to add an additional subplan (emphasis), click on the **plus sign** in the **Sub-plan What-If Data** box.
 - b. To delete a major/minor or subplan, click on the **minus sign**.
 - c. To change an existing major/minor, click on the magnifying glass next to the **Academic Plan** box and select a new plan code.
 - d. Catalog years can be adjusted in the **Requirement Term** boxes.

The screenshot shows the 'Copy Current Program' dialog box. It has 'Academic Institution' (UWSTP) and 'Report Type' (WHAT) at the top. Below are 'Copy Current Program' and 'Clear What-If Values' buttons. The 'Program What-If Data' section includes fields for 'Academic Institution' (UW-Stevens Point), 'Academic Career' (Undergraduate), 'Career Requirement Term' (2158, 2015 Fall), 'Requirement Term' (2158, 2015 Fall), 'Student Career Nbr' (1), and 'Academic Program' (DGREE, Undergraduate Degree-Seeking). The 'Plan What-If Data' section includes 'Requirement Term' (2158, 2015 Fall) and 'Academic Plan' (DNCE-BA, Dance (BA)). The 'Sub-plan What-If Data' section includes 'Requirement Term' and 'Academic Sub-Plan' fields. An 'OK' button is at the bottom.

7. When you are done making adjustments, click **OK**.

8. You are brought back to the previous page. Click **Process Request**.
9. You can now view the What-If Report. If you want to see it in the pdf format, click **View Report as PDF**.