Open a web browser and go to the ZipLine home page.
The ZipLine home page can be reached by selecting the box from The University of Akron’s home page (www.uakron.edu) or the University Registrar’s home page (www.uakron.edu/registrar).

Type in your uanetid and password and select Log Me In!
From “My Page” (your home page), select the Faculty/Staff tab.

On the Faculty/Staff page, find the DARS box and icon and select it.

This is the DARSWeb home page.
There are 3 ways to open a student’s file:

1) Student ID (emplid)
2) Student Name – search of the DARS database*
3) First letter of the student’s last name – search of the DARS database*

*The DARS database contains only the names of students with transfer/transient work, exceptions, or previously run DARSWeb audits.

Method 1:
Type in the student’s ID and select Continue.

This brings up the Audit Request Page.
Method 2:
Type in the student’s first and last name or just the last name or the first part of the last name and select **Search**.

When the student information appears, select the **Select** button adjacent to the student’s name.

Method 3:
Select the first letter of the student’s last name from the row of “letter links”.

Scroll down the list until you find the student and select the **Select** button.
If Methods 2 or 3 are used, the “Student EMPLID” field will be populated with the correct ID.

Select [Continue].
Transfer Inquiry

Select the **Transfer Courses** menu option to view options.

To view a student’s transfer work select the **View Courses** menu option.

Transfer work is displayed in separate lists for the source and target institutions.

Details of articulated (target) courses can be seen by selecting the link under the course number.

Use the **Back** button to return to the list of transfer courses.
To view courses from another institution, use the drop down arrow to the right of the selection box:

![Course Selection Arrow]

Details of incoming (source) courses can be seen by selecting the link under the course number.

Use the **Back** button to return to the list of transfer courses.

Transfer Evaluations can be viewed by selecting the **Transfer Evaluations** menu option.

To view a transfer evaluation, select the **View Transfer Evaluations** option.
Details of articulated (target) courses can be seen by selecting the link under the course number.

Use the **Back** button to return to the list of transfer courses.

Details of incoming (source) courses can be seen by selecting the link under the course number.

Use the **Back** button to return to the list of transfer courses.
Exception Inquiry

To view the list of Exceptions, select the View Exceptions option.

To view Exception details, select the link under the specific Exception.

This panel will display the Exception details.

To return to the list of Exceptions, select the Back button at the bottom of the screen.

DARS will return to the list of Exceptions.