



Quick Reference
How to run and view a LOBO Trax Report

- Go to LoboWeb
- Click "Faculty & Advisors Menu"
- Click "Submit or View LOBO Trax degree audits"
- Click "Submit an Audit"
- Select term and "Submit"
- Enter student's UNM ID and click "Submit ID"
- Check box to "Include Planned Courses?"
- Click "Run Audit"
- Click the link to "View submitted audits"
- Click "Refresh the List" (if audit does not automatically refresh)
- Click the **View Link** labeled with the student's current program to view
- Click "Open All Sections" link below graph to expand requirements
- Click "Printer Friendly" to print the report