How to Access Degree Works

There are 2 ways to access Degree Works.

1. Visit my.utsa.edu and click on DegreeWorks under Student Resources

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STUDENT RESOURCES	FACULTY/STAFF RESOURCES	
Activate Email Account (Office 365)	• WebMail	UTSA SECC
► ASAP	OneDrive for Business	
 Academic Calendars & Registration/Final Exam 	UTSA SharePoint	
Schedunes	 Faculty Center 	2022 State Employee
 Blackboard Learn Duo Two-Factor Authentication will be required 	Human Resources	Charitable Campaign
starting Monday, August 15th. Learn More	 UTShare/PeopleSoft 	expremier 25 20
Bluebook (Course Evaluations and Syllab)	Interim Workflow Solutions	One week only
Class Schedules	Account Passphrase Reset	One week only:
DegreeWorks	 DigitalMeasures 	
Email Account	Academic Calendar	Give Now!
Reminder: UTSA is only sending emails to the	BANNER	
UTSA email address and it is recommended that students check it daily.	 University Technology Solutions for Faculty and Staff (UTS) 	
 FERPA Release Users (ASAP Access) 	RowdyLink	
 FERPA Proxy Access Request 	MarCom Studio	

a. Use your MyUTSA ID and Passphrase to log in.

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b. Once you log in your DegreeWorks plan will populate.

2. Access DegreeWorks through ASAP.

a. Log into ASAP, click on Student Services and then DegreeWorks.



b.Your DegreeWorks plan will populate.

Blank DegreeWorks example:

The University of Texas at San Antonio

The University of Texas at San Antonio

Student name	Last. First	Degree progress	
Student ID	@01234567	0%	00/
Degree	Doctor of Philosophy	0%	0%
Audit date	11/18/2022 9:09 AM	Requirements	Credits

Level Doctoral-Graduate Classification Doctoral Major YOUR MAJOR Minor (no minor) Program YOUR PROGRAM College YOUR PROGRAM COLLEGE Catalog (Your catalog term) Holds (Academic holds will appear here)

Degree in Doctor of Philosophy INCOMPLETE
Credits required: 48 (Your Program hours will be listed)
Unmet conditions for this set of requirements: 48 hours are required. You currently have 0, you still need 49 more hours.
Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress.
O Your GPA is below 3.0 - please see an advisor
O Major Requirements Still needed: See Major in YOUR MAJOR section
Major in Your Major INCOMPLETE
Credits required: 48 Credits applied: 0 GPA: 0.00
Unmet conditions for this set of requirements: 48 hours are required. You currently have 0, you still need 48 more hours.
All courses must be completed with a grade of 'B' or better.
O Your Major Requirements will be listed here
O Course Title Still needed: 1 Class in Course number (i.e. COU 8003)

How to print a PDF

1. Click on the Print Icon on the top right corner of your DegreeWorks

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2. A Choose Dimensions box will open. Preferred PDF Dimensions: Letter – Portrait (8.5in X 11in). a. Click Open PDF.

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UTSA. The Graduate School

3. Adobe Acrobat PDF will open.

a. As a student you have access to Adobe Suite. If you need assistance installing it to your computer contact <u>Tech Café</u> (utsa.edu/techsolutions/techcafe/).

4. In Adobe Acrobat: a. Click on the Print icon



b. Make sure printer states: Adobe PDF then click Print.

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Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress.

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c. Save PDF File As box will open. Choose your file name and location then click Save.

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