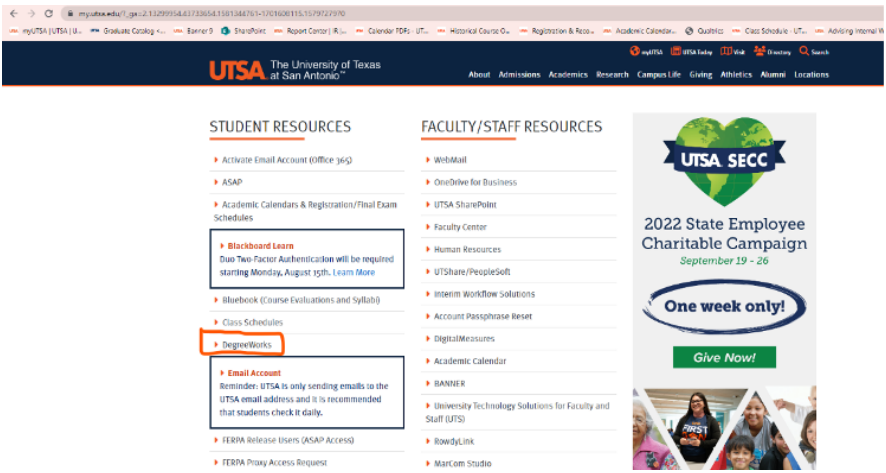
UTSA The Graduate School

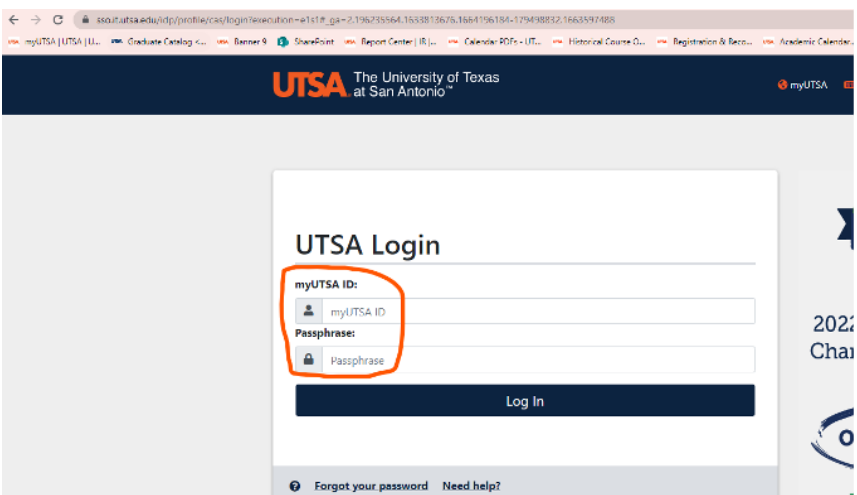
How to Access Degree Works

There are 2 ways to access Degree Works.

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



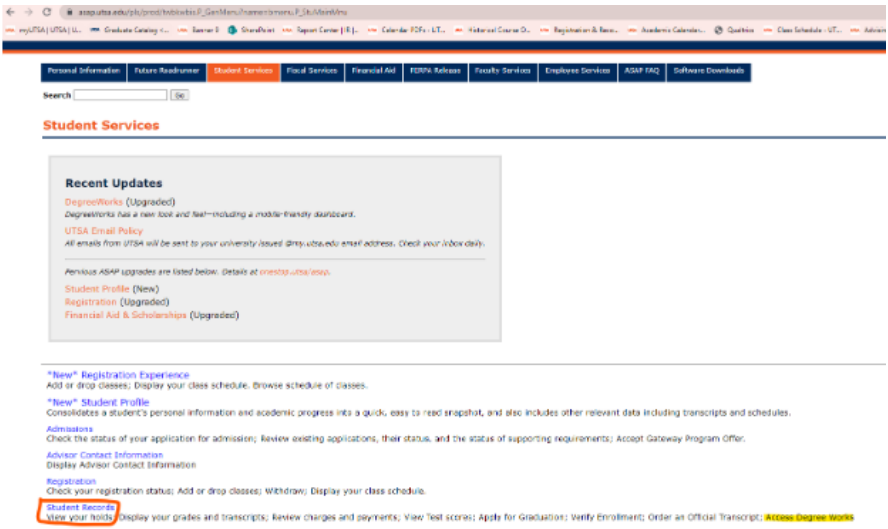
a. Use your MyUTSA ID and Passphrase to log in.

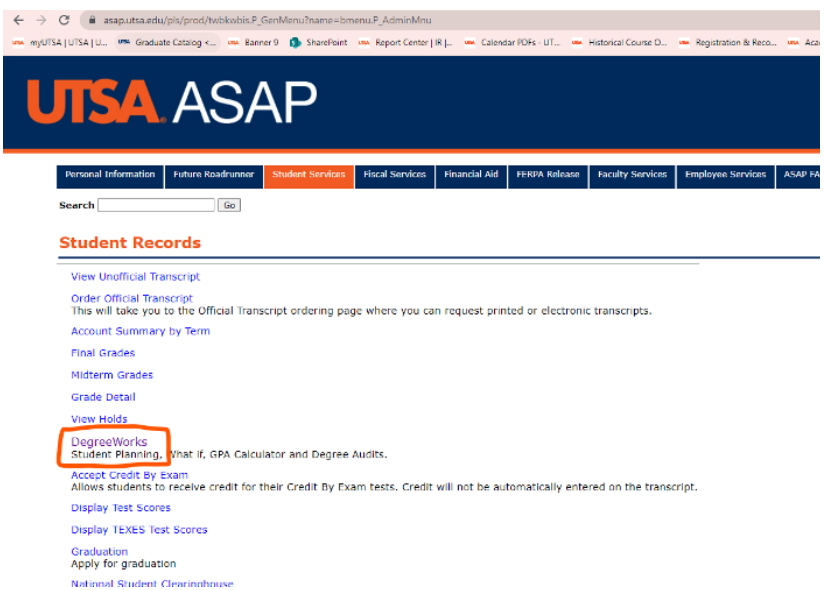


b. Once you log in your DegreeWorks plan will populate.

2. Access DegreeWorks through ASAP.

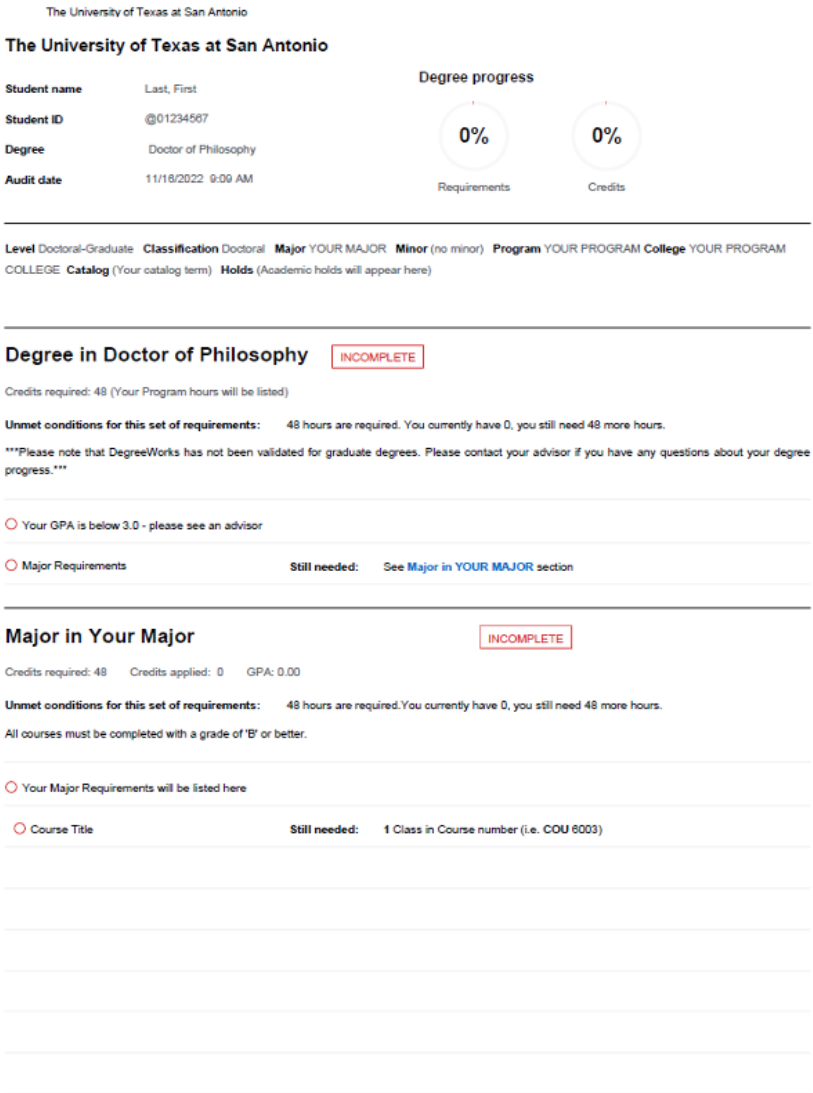
a. Log into ASAP, click on Student Services and then DegreeWorks.





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
Student ID	@01234567
Degree	Doctor of Philosophy
Audit date	11/16/2022 9:09 AM

Degree progress

0% Requirements

0% 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 48 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.

○ Your GPA is below 3.0 - please see an advisor

○ 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.

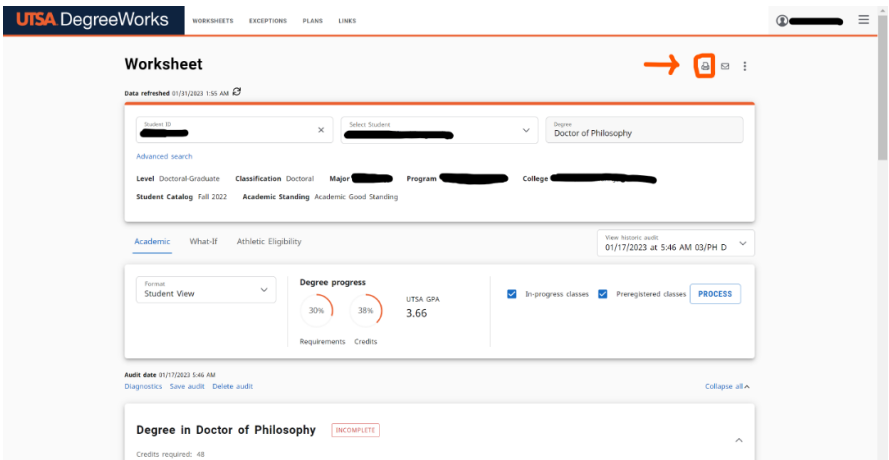
All courses must be completed with a grade of 'B' or better.

○ Your Major Requirements will be listed here

○ Course Title **Still needed:** 1 Class in Course number (i.e. COU 6003)

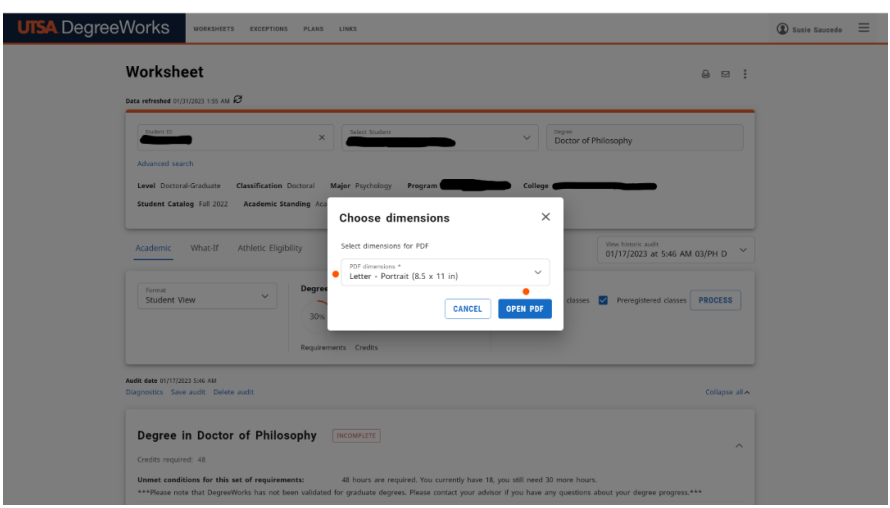
How to print a PDF

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



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

a. Click Open PDF.

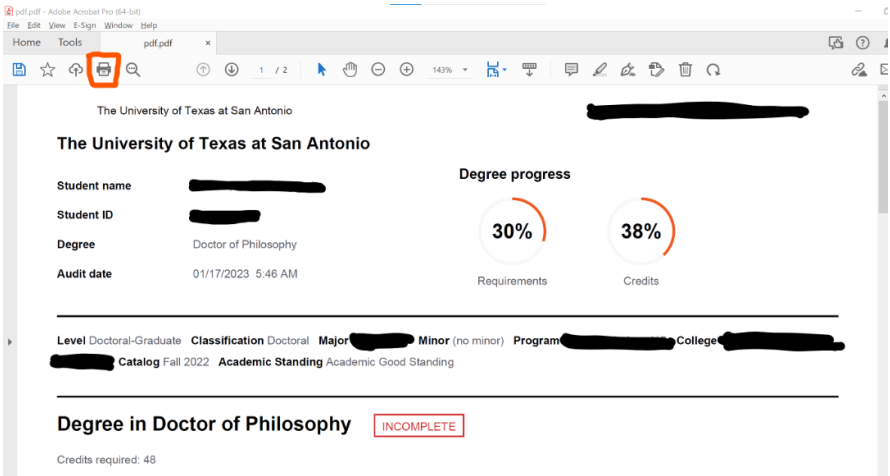


3. Adobe Acrobat PDF will open.

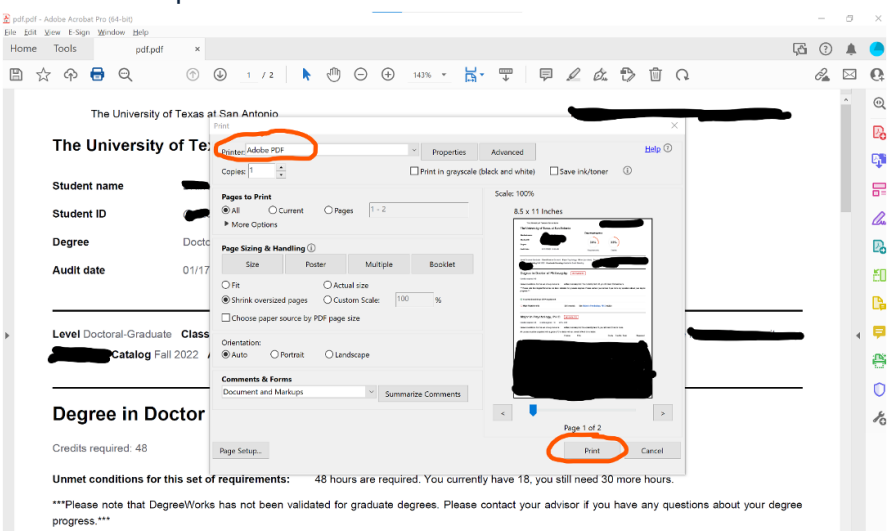
a. As a student you have access to Adobe Suite. If you need assistance installing it to your computer contact Tech Café (utsa.edu/techsolutions/techcafe/).

4. In Adobe Acrobat:

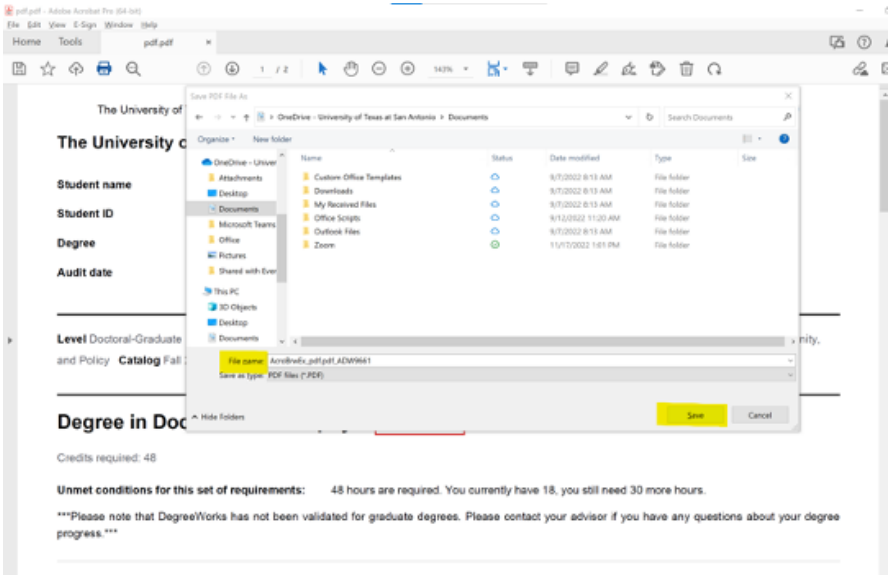
a. Click on the Print icon



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



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



d. This PDF will be used to upload into your IDP.