

How to Access Degree Works

1. Go to my.utsa.edu and click on DegreeWorks.

The screenshot shows the my.utsa.edu website. The top navigation bar includes links for myUTSA, UTSA Today, and a search icon. The main content area is divided into two columns: STUDENT RESOURCES and FACULTY/STAFF RESOURCES. In the STUDENT RESOURCES column, the 'DegreeWorks' link is highlighted with a red box. Other links in this column include 'Activate Email Account', 'ASAP', 'Academic Calendars & Registration/Final Exam Schedules', 'Blackboard Learn', 'Bluebook', 'Class Schedules', 'Email Account', 'FERPA Release Users', and 'FERPA Proxy Access Request'. The FACULTY/STAFF RESOURCES column lists links such as 'WebMail', 'OneDrive for Business', 'UTSA SharePoint', 'Faculty Center', 'Human Resources', 'UTShare/PeopleSoft', 'Interim Workflow Solutions', 'Account Passphrase Reset', 'DigitalMeasures', 'Academic Calendar', 'BANNER', 'University Technology Solutions for Faculty and Staff (UTS)', 'RowdyLink', and 'Macrom Studio'. On the right side of the page, there is a banner for the '2022 State Employee Charitable Campaign' with a 'Give Now!' button.

- a. You will need your MyUTSA ID and Passphrase to log in.

The screenshot shows the UTSA Login page. The page has a header with the UTSA logo and navigation links. The main content area features a 'UTSA Login' form. The form has two input fields: 'myUTSA ID:' and 'Passphrase:'. Both fields are highlighted with a red box. Below the input fields is a 'Log In' button. At the bottom of the form, there are links for 'Forgot your password' and 'Need help?'. On the right side of the page, there is a partial view of the '2022 State Employee Charitable Campaign' banner.

- b. Once you log in, your DegreeWorks will automatically populate.

2. There are 2 ways to access your DegreeWorks through your ASAP.

a. The Modern View and the Classic View.

The screenshot shows the myUTSA website. The top navigation bar includes links for myUTSA, UTSA Today, Visit, Directory, and Search. The main content area is divided into two columns: STUDENT RESOURCES and FACULTY/STAFF RESOURCES. In the STUDENT RESOURCES column, there is a section titled "myUTSA Account" with a subtext "Introducing a new modern view to access your information, accounts and applications." Below this, there are two buttons: "Modern View" and "Classic View". An orange arrow points to the "Modern View" button. Below the buttons, there are links for "Academic Calendars & Registration/Final Exam Schedules", "Bluebook (Course Evaluations and Syllabi)", "Canvas UTSA's Learning Management System", and "Class Schedules". The FACULTY/STAFF RESOURCES column lists various resources like "Academic Analytics Faculty Insight", "Academic Calendar", "BANNER", "Blackboard Archive", "Canvas UTSA's Learning Management System", "Covid-19 Resources and Self-Reporting", "DigitalMeasures", "Faculty Success", "Interim Workflow Solutions", "MarCom Studio", and "OneDrive for Business". On the right side, there are two promotional banners: "everyone WINS YOUR VOTE COUNTS October 25-26" and "Athletics Fee Student Vote Info Sessions". Below the second banner, there is a text box that says "Main Campus: Tuesday October 3 5:30 p.m. Downtown".

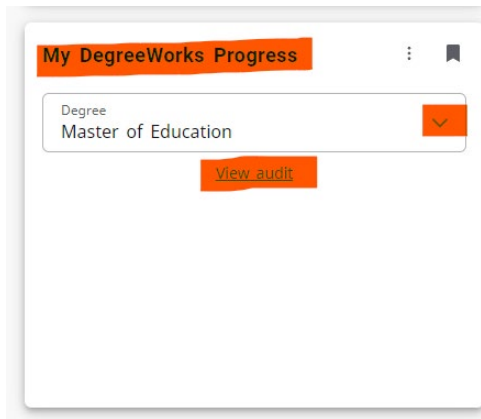
b. Click on the Modern View.

i. You will need your MyUTSA ID and Passphrase to log in.

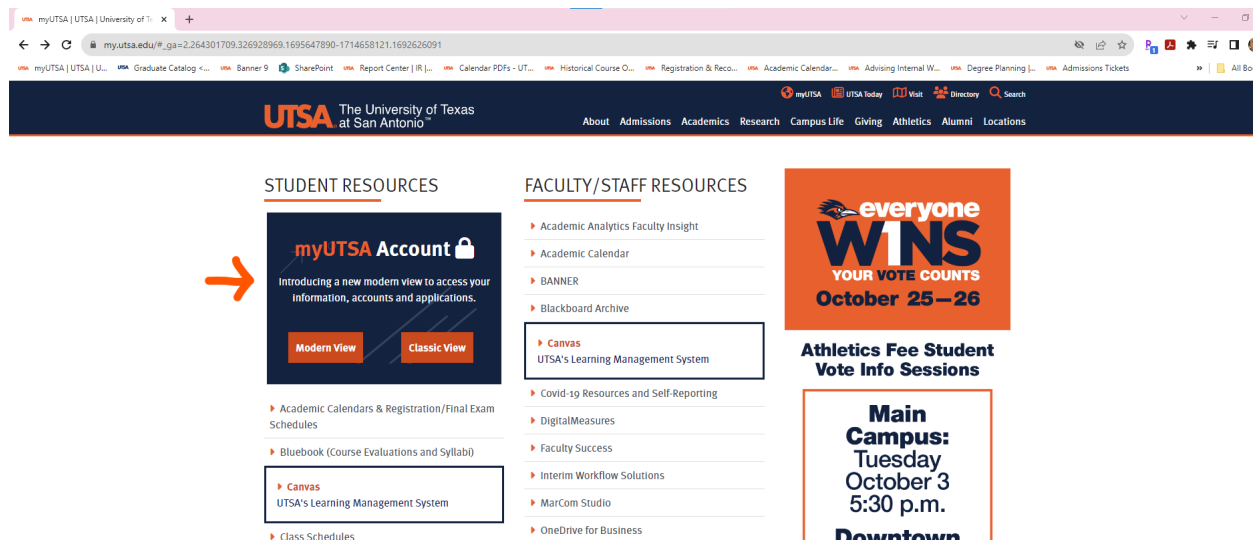
The screenshot shows the UTSA Login page. The page has a header with the UTSA logo and the text "The University of Texas at San Antonio". Below the header, there is a large white box with the title "UTSA Login". Inside this box, there are two input fields: "myUTSA ID:" and "Passphrase:". The "myUTSA ID:" field contains the text "myUTSA ID" and the "Passphrase:" field contains the text "Passphrase". A red box highlights these two input fields. Below the input fields, there is a dark blue button labeled "Log In". At the bottom of the page, there are links for "Forgot your password" and "Need help?".

c. Once you log in find the My DegreeWorks Progress tile.

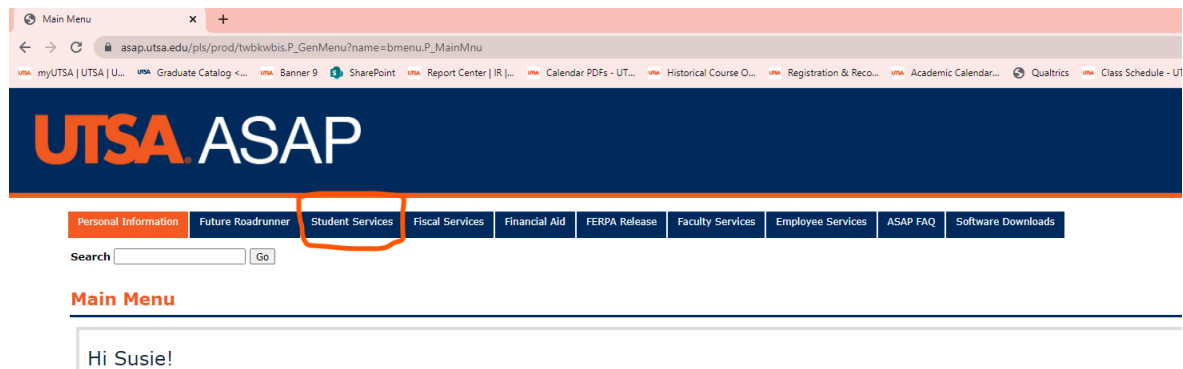
- i. Ensure that the degree listed is your current degree. If not, then click on the down arrow and choose the correct degree.
- ii. Click on View Audit. Your DegreeWorks will automatically populate.



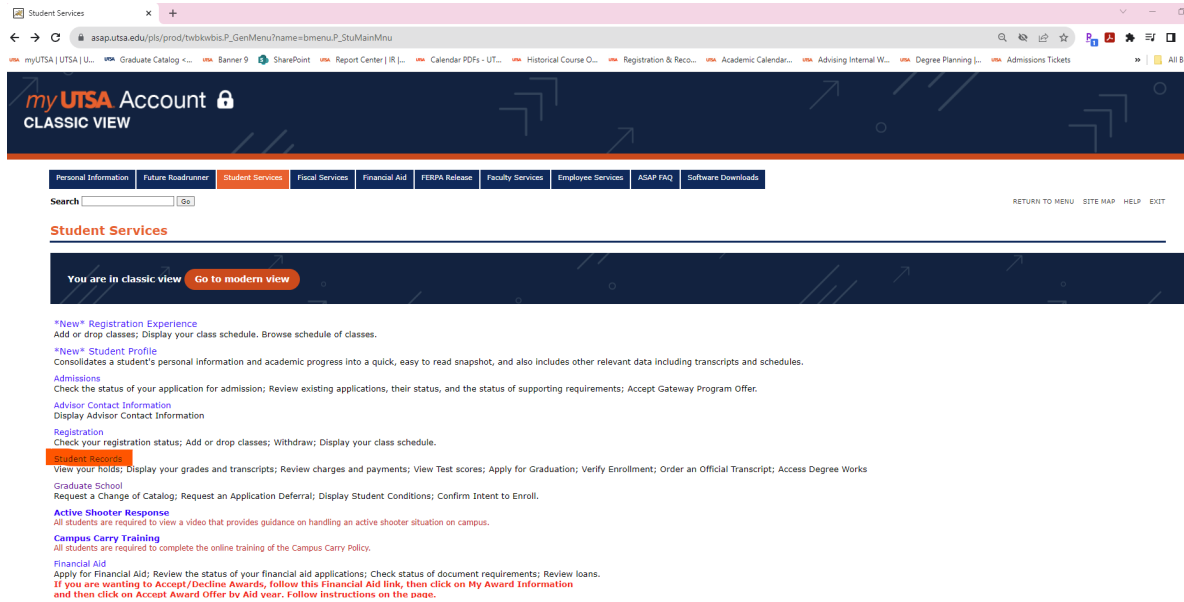
d. Click on the Classic View.



e. Click on Student Services.



f. Click on Student Records



myUTSA Account CLASSIC VIEW

Personal Information | Future Roadrunner | **Student Services** | Fiscal Services | Financial Aid | FERPA Release | Faculty Services | Employee Services | ASAP FAQ | Software Downloads

Search Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Student Services

You are in classic view [Go to modern view](#)

[*New* Registration Experience](#)
Add or drop classes; Display your class schedule. Browse schedule of classes.

[*New* Student Profile](#)
Consolidates a student's personal information and academic progress into a quick, easy to read snapshot, and also includes other relevant data including transcripts and schedules.

[Admissions](#)
Check the status of your application for admission; Review existing applications, their status, and the status of supporting requirements; Accept Gateway Program Offer.

[Advisor Contact Information](#)
Display Advisor Contact Information

[Registration](#)
Check your registration status; Add or drop classes; Withdraw; Display your class schedule.

[Student Support](#)
View your holds; Display your grades and transcripts; Review charges and payments; View Test scores; Apply for Graduation; Verify Enrollment; Order an Official Transcript; Access Degree Works

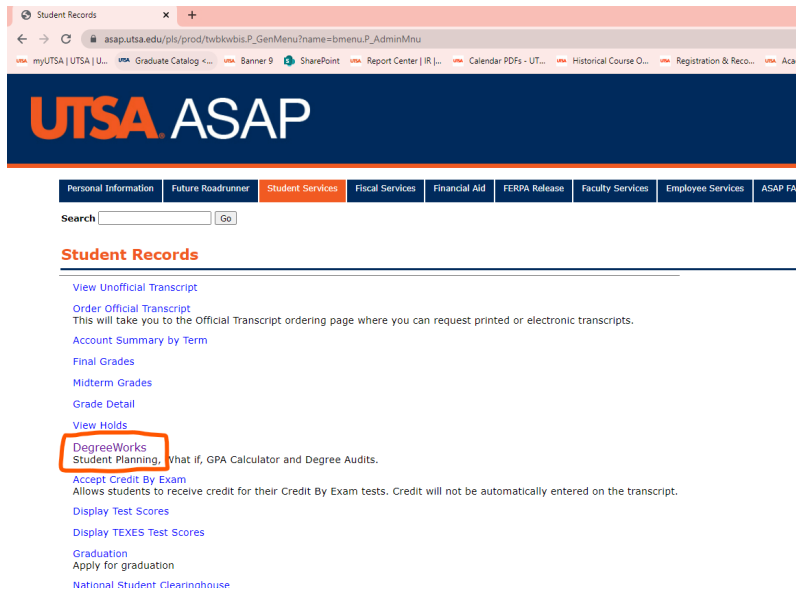
[Graduate School](#)
Request a Change of Catalog; Request an Application Deferral; Display Student Conditions; Confirm Intent to Enroll.

[Active Shooter Response](#)
All students are required to view a video that provides guidance on handling an active shooter situation on campus.

[Campus Carry Training](#)
All students are required to complete the online training of the Campus Carry Policy.

[Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans. If you are wanting to Accept/Decline Awards, follow this [Financial Aid link](#), then [click on My Award Information](#) and then click on [Accept Award Offer](#) by Aid year. Follow instructions on the page.

g. Click on DegreeWorks.



UTSA ASAP

Personal Information | Future Roadrunner | **Student Services** | Fiscal Services | Financial Aid | FERPA Release | Faculty Services | Employee Services | ASAP FAQ

Search Go

Student Records

[View Unofficial Transcript](#)

[Order Official Transcript](#)
This will take you to the Official Transcript ordering page where you can request printed or electronic transcripts.

[Account Summary by Term](#)

[Final Grades](#)

[Midterm Grades](#)

[Grade Detail](#)

[View Holds](#)

[DegreeWorks](#)

[Student Planning](#), What if, GPA Calculator and Degree Audits.

[Accept Credit By Exam](#)
Allows students to receive credit for their Credit By Exam tests. Credit will not be automatically entered on the transcript.

[Display Test Scores](#)

[Display TEXES Test Scores](#)

[Graduation](#)
Apply for graduation

[National Student Clearinghouse](#)

h. Your DegreeWorks plan will automatically populate.

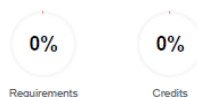
Here is a blank template of what DegreeWorks looks like.

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 11/18/2022 9:09 AM

Degree progress



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 8003)

☐ MILESTONES

☐ Schedule and Successfully Complete Required Qualifying Exams, Submit Completion of Qualifying Exam Form **Still needed:**

☐ Form Your Dissertation Committee, Submit Appointment of Doctoral Dissertation Committee Form **Still needed:**

☐ Prepare and Successfully Defend Your Dissertation Proposal, Submit Dissertation Proposal Approval Form **Still needed:**

☐ Apply for Advancement to Candidacy, Submit Application for Candidacy for the Doctoral Degree Form **Still needed:**

☐ Successfully Complete Your Defense of Your Dissertation, Submit Certification of Completion of Dissertation Requirements for a Doctoral Degree Form **Still needed:**

☐ Complete Final Submission of Documentation to the Graduate School **Still needed:**

Legend

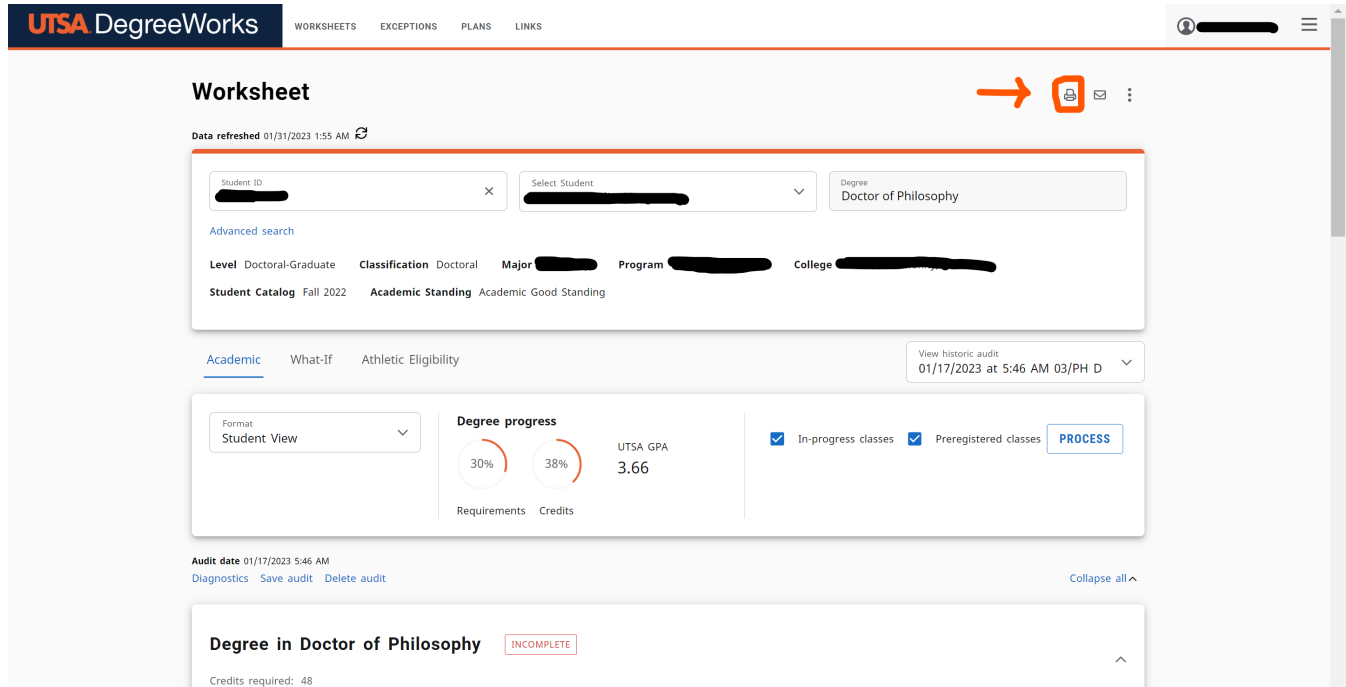
- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Complete | <input type="checkbox"/> | Not complete |
| <input type="checkbox"/> | Complete (with classes in-progress) | <input type="checkbox"/> | Nearly complete - see advisor |
| <input type="checkbox"/> | Prerequisite | <input type="checkbox"/> | Any course number |
| <input type="checkbox"/> | Repetitive class | | |

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

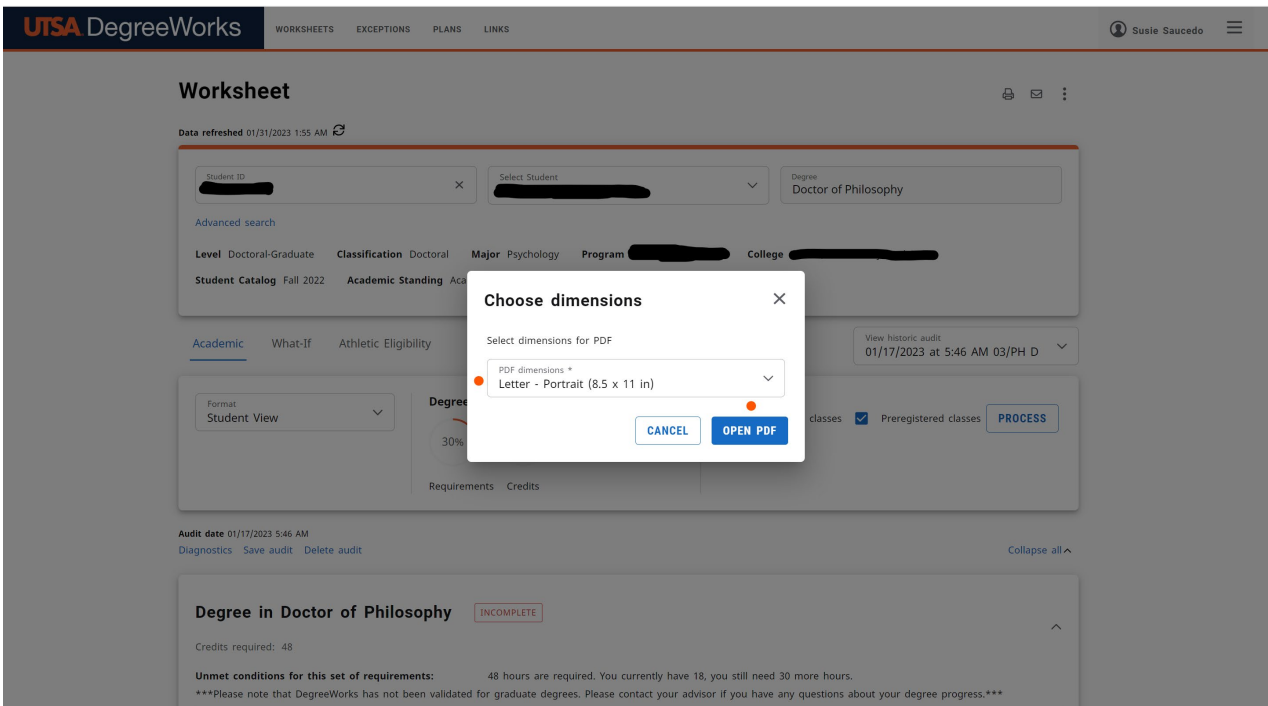
Here are instructions on how to print a PDF.

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



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

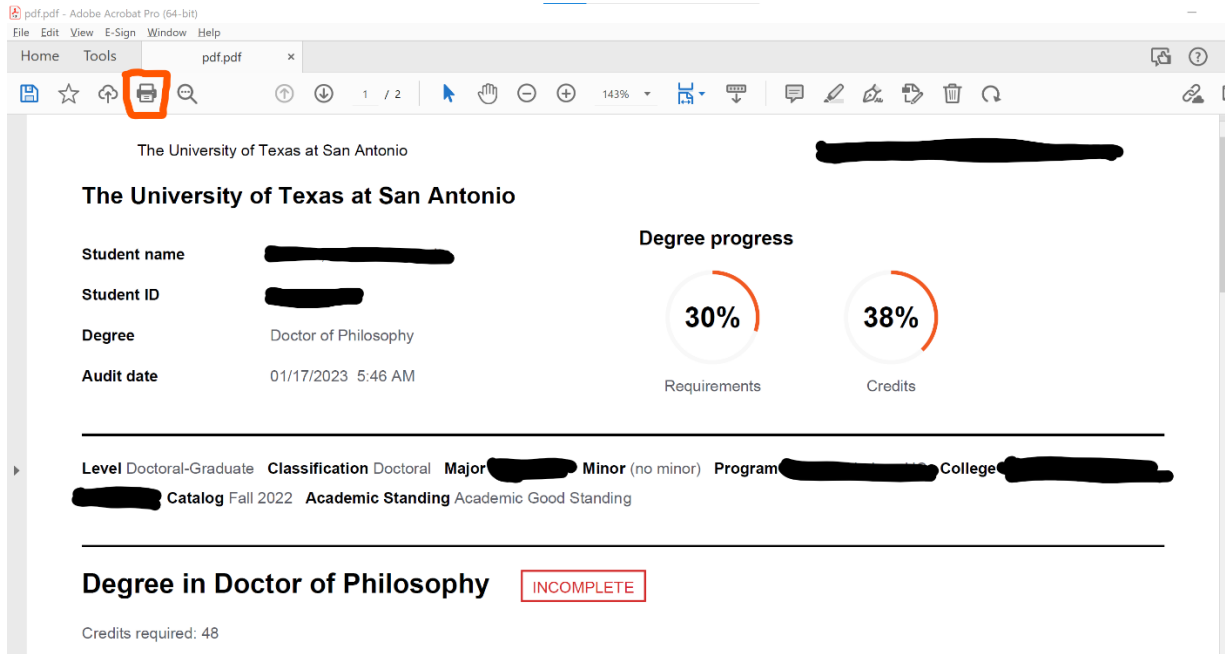
a. Click Open PDF.



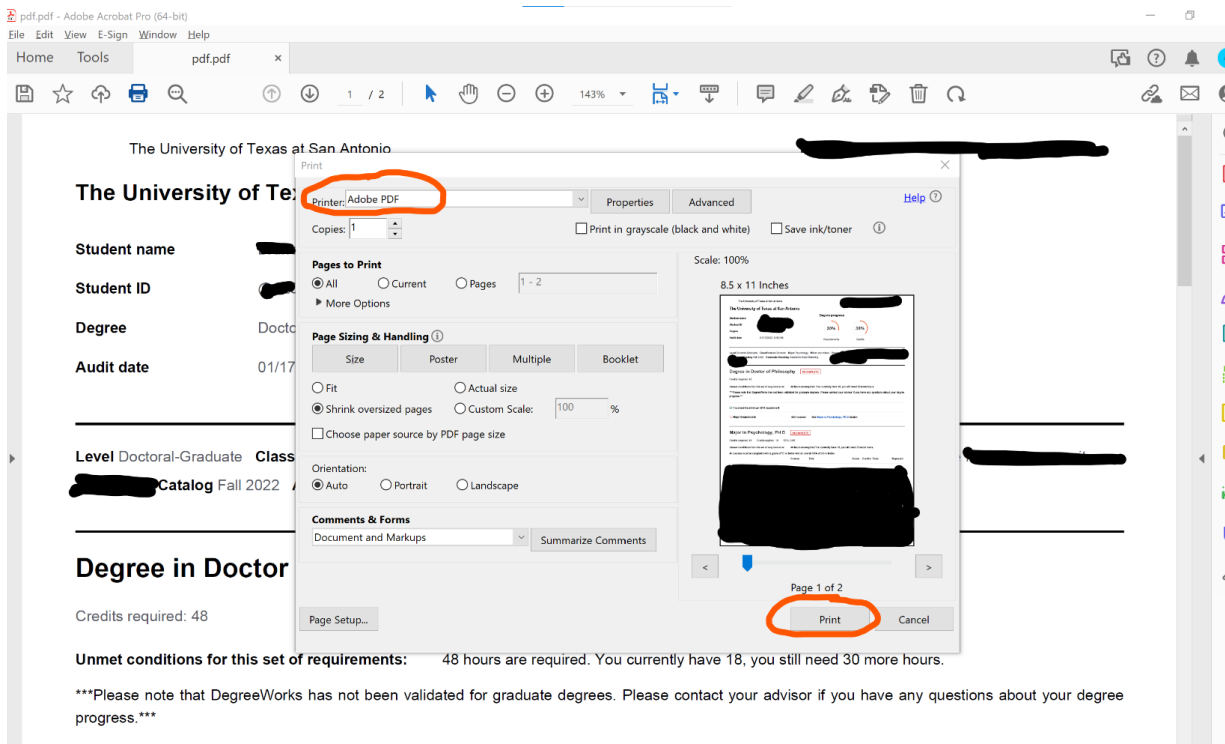
3. Adobe Acrobat PDF will open.

a. (As a student you have access to the Adobe suite. If you need assistance with adding this to your computer contact Tech Café <https://www.utsa.edu/techsolutions/techcafe/>).

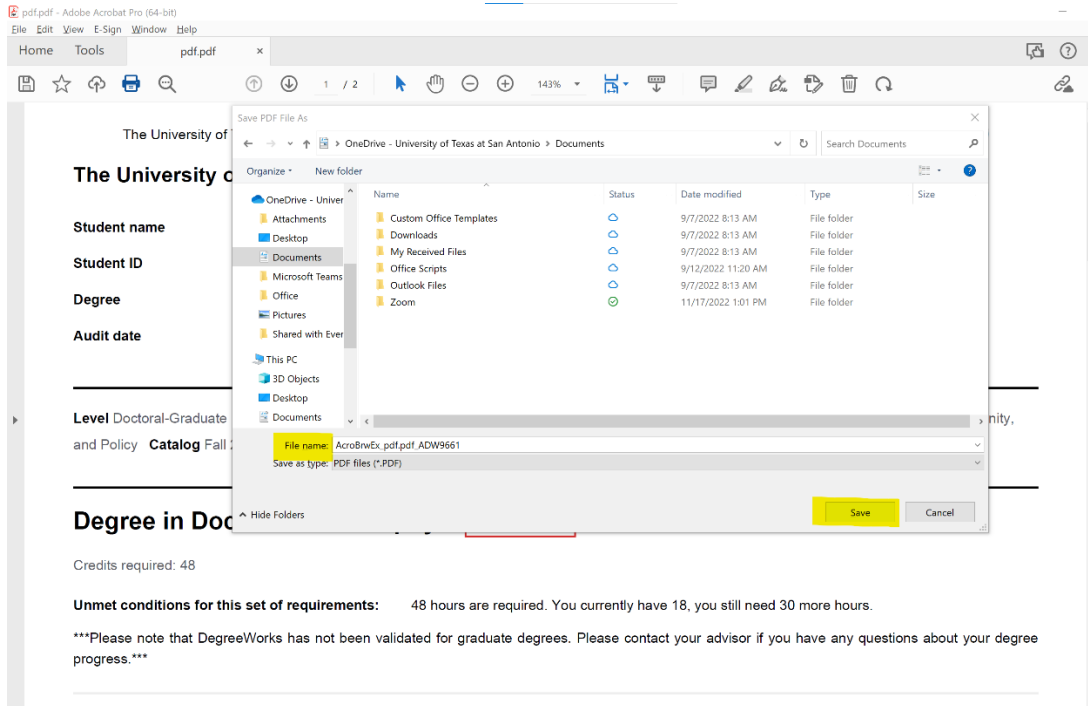
4. Once in Adobe Acrobat PDF, click on the Print icon.



5. Make sure Printer states: Adobe PDF then Click Print.



a. **Save PDF File As** box will open. Choose your file name, location, and Click **Save**.



b. You will use this PDF to upload into your IDP.