How to Access Degree Works

1. Go to my.utsa.edu and click on DegreeWorks.
   
   a. You will need your MyUTSA ID and Passphrase to log in.
   
   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.

   b. Click on the Modern View.

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

g. Click on DegreeWorks.

h. Your DegreeWorks plan will automatically populate.
Here is a blank template of what DegreeWorks looks like.
Here are instructions on how to print a PDF.

1. Click on the Print Icon on the top right corner of your DegreeWorks.
   
   ![DegreeWorks worksheet](image1)

   
   ![Choose dimensions](image2)

   a. Click Open PDF.

3. Adobe Acrobat PDF will open.
   
   ![Adobe Acrobat PDF](image3)

   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.