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

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

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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.

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- 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.

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e. Click on Student Services.

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## f. Click on Student Records

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*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.	
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Active Shooter Response All students are required to view a video that provides guidance on handling an active shooter situation on campus.	
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g. Click on DegreeWorks.

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h. Your DegreeWorks plan will automatically populate.

## Here is a blank template of what DegreeWorks looks like.

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Here are instructions on how to print a PDF.

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- 3. Adobe Acrobat PDF will open.
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## 4. Once in Adobe Acrobat PDF, click on the Print icon.

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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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