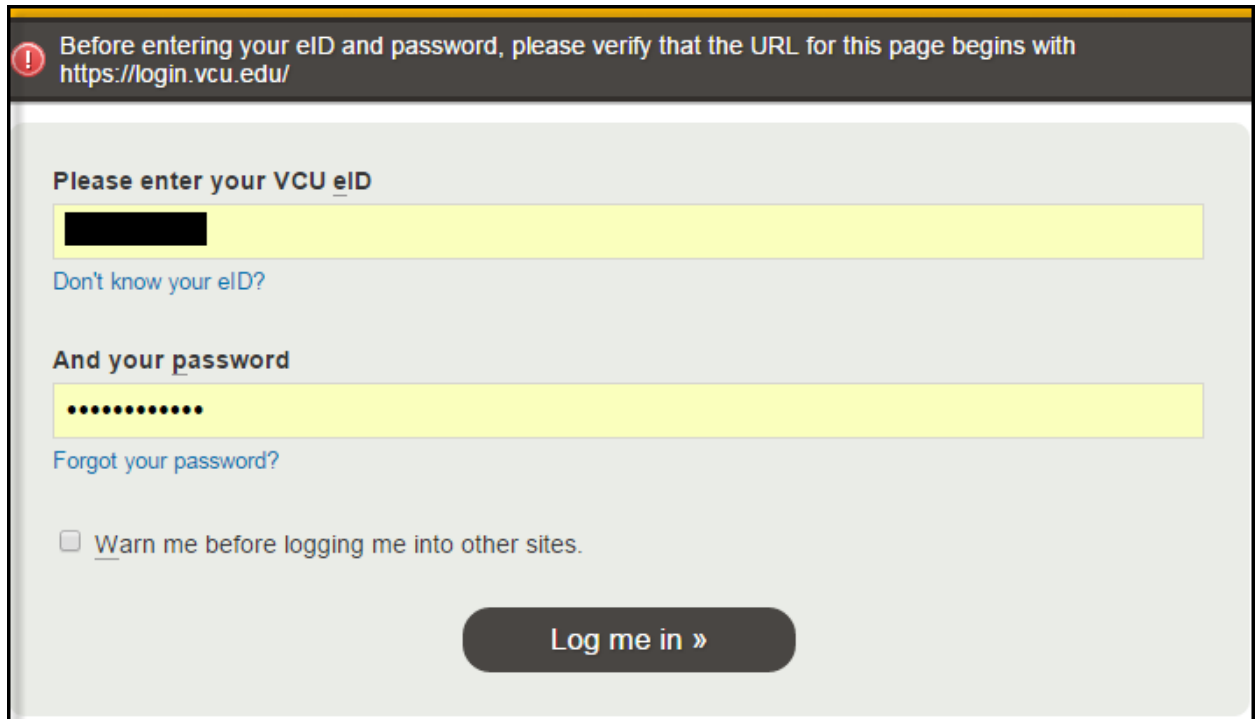


Step By Step Instructions:
Logging into Degree Works (for Advisors)

- Log into my.vcu.edu



Before entering your eID and password, please verify that the URL for this page begins with <https://login.vcu.edu/>

Please enter your VCU eID

Don't know your eID?

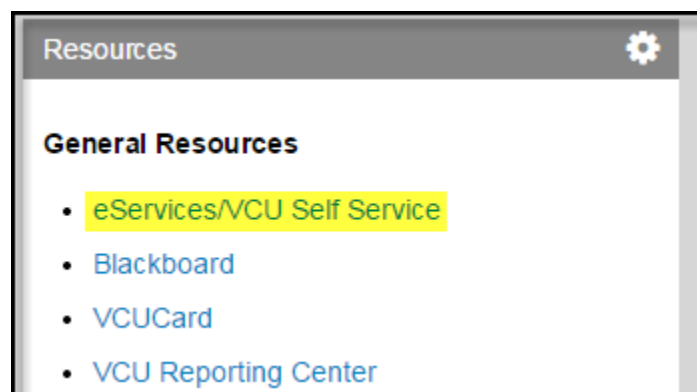
And your password

Forgot your password?

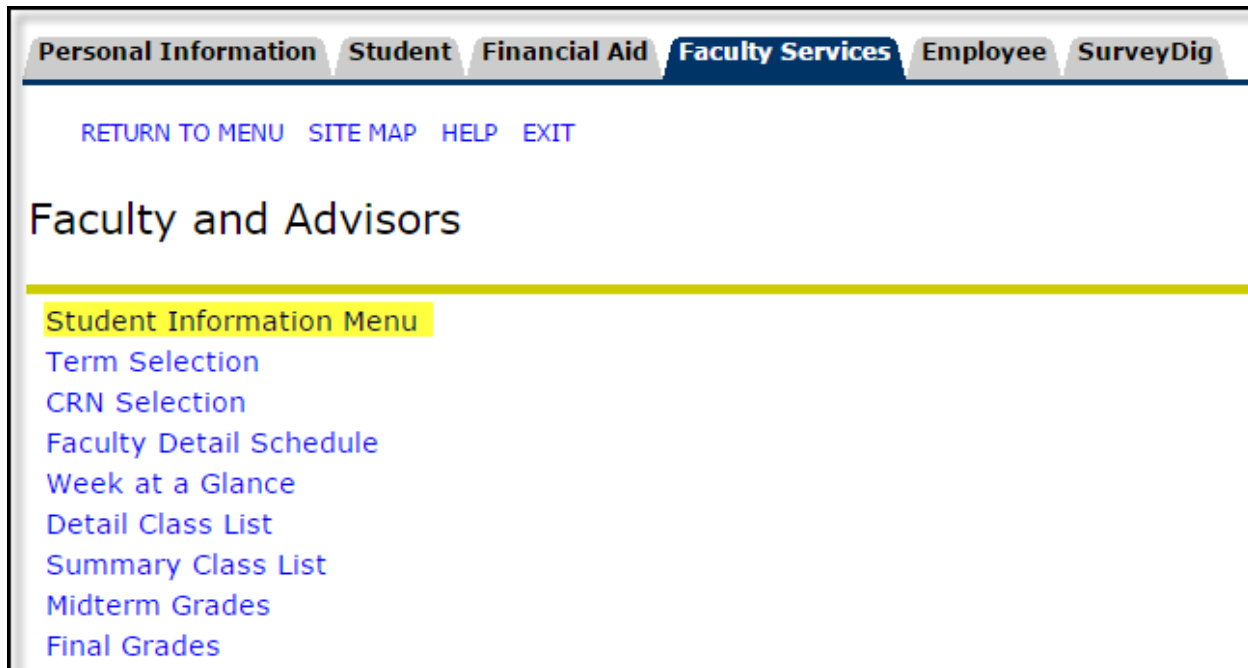
Warn me before logging me into other sites.

Log me in »

- On the right side of the screen there is a “Resources” section. Select eServices/VCU Self Service.

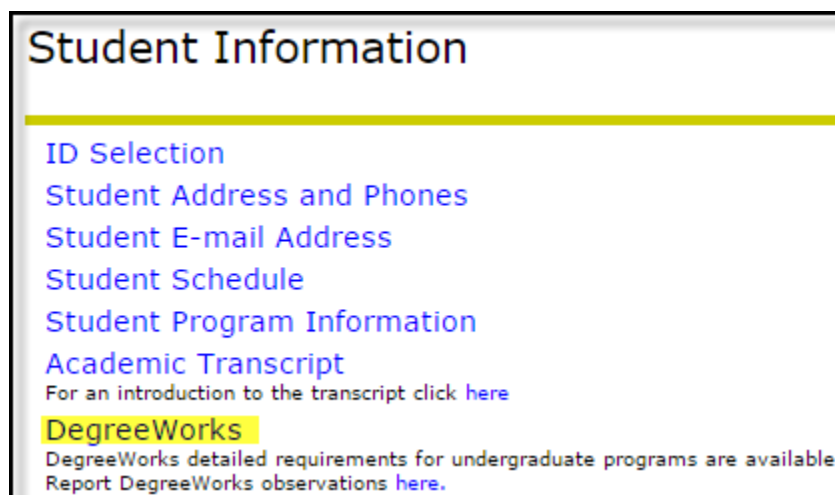


- Once in eServices select the “Faculty Services” tab located at the top of the screen.
- Select “Student Information Menu” from the Faculty Services tab.



The screenshot shows the eServices interface with the "Faculty Services" tab selected. The navigation bar includes "Personal Information", "Student", "Financial Aid", "Faculty Services", "Employee", and "SurveyDig". Below the navigation bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Faculty and Advisors". A yellow highlight is placed over the "Student Information Menu" link. Below this link is a list of options: "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Week at a Glance", "Detail Class List", "Summary Class List", "Midterm Grades", and "Final Grades".

- In “Student Information Menu” select the Degree Works option.



The screenshot shows the "Student Information" menu. The heading "Student Information" is at the top. Below it is a list of options: "ID Selection", "Student Address and Phones", "Student E-mail Address", "Student Schedule", "Student Program Information", and "Academic Transcript". Below "Academic Transcript" is a link: "For an introduction to the transcript click [here](#)". A yellow highlight is placed over the "DegreeWorks" link. Below "DegreeWorks" is a note: "DegreeWorks detailed requirements for undergraduate programs are available Report DegreeWorks observations [here](#)."


- Select the current term from the drop down menu.

Select Term

Select a Term:

BY CLICKING SUBMIT, I affirm tha

- Type in the student's V-number or Name then select "Submit".

 You may enter:

1. The ID of the Student you want to process. Please
2. Partial names, a student search type, or a combina

Student or Advisee ID:

OR

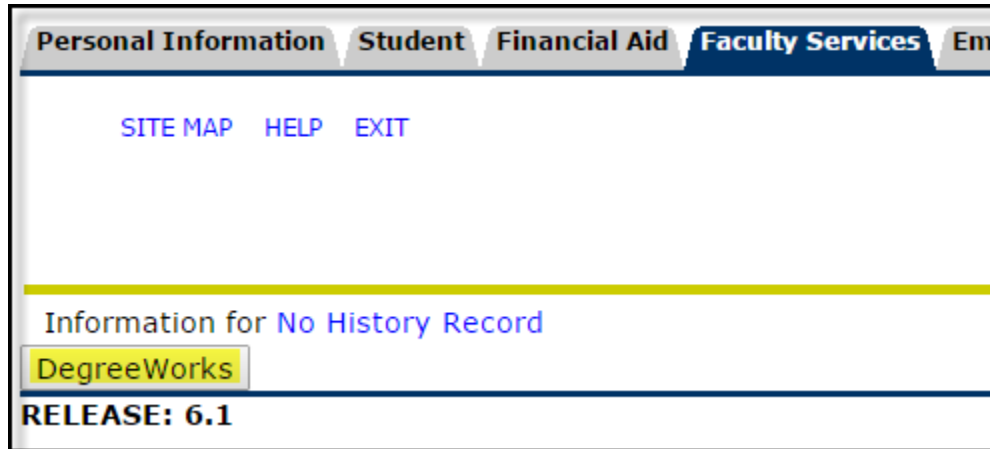
Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

- You'll be asked to verify the student you've selected, click "Submit".
- Click on "Degree Works".



- Degree Works will open in a separate tab or window in your browser, and will default to the student's academic audit.

The screenshot displays the DegreeWorks academic audit interface. At the top, there are navigation links: Back to Self-Service, FAQ, Help, Print, and Exception Management. Below these are search and filter options for V Number, Name, Degree, Major, Classification, Last Audit, and Last Refresh. The main area shows tabs for Audits, Plans, Notes, Petitions, Exceptions, and GPA Calc. The "Audits" tab is active, showing a "Student View" dropdown and buttons for View, Save as PDF, and Process New. There are checkboxes for "Include in-progress classes" and "Include preregistered classes". A "Class History" link is also visible. At the bottom, there is a "Save" button with the text "Save this audit with this new description and freeze status". The Virginia Commonwealth University logo is prominently displayed.

Student View AC301422 as of 11/08/2014 at 11:35			
Student	Record, No History	College	Humanities and Sciences
V Number	V [REDACTED]	Degree	Not Applicable
Classification	Freshman	Major	Undeclared-Hum & Sciences
Matriculation Term	N/A-UHS~Fall 2007	Concentration	
Effective Catalog	N/A-UHS~Fall 2014	Minor	