Viewing Degree Audits in Degree Works
Updated 11/8/2017

1. Log into DegreeWorks via Self-Service Banner (SSB):
   https://ssb.txstate.edu/prod/twbkwbis.P_GenMenu?name=homepage (Internet Explorer is the recommended browser)

2. Click on Self-Service Login from the menu.

   Application Status Check
   Self-Service Login
   Prospective Students
   Apply for Admission
   General Financial Aid
   Campus Directory
   Class Schedule
   Course Catalog
   Alumni and Friends
   Parent/Proxy Login

   RELEASE: 8.8.2

3. Log in with your NetID and Password.

   Texas State Self-Service Login

   IMPORTANT: Keep your address, phone, and email information up to date! Review your information under the Personal Information tab after you log in and update your current information.

   Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

   NetID: ____________________________ (What is a NetID?)
   Password: __________________________

   [Login]

   Activate your NetID     Forgot Password?
4. Click on the **Faculty Services** tab.

5. Click on **Degree Audit** from the menu.

5. Click **Submit**.
6. Enter the **A ID** of the student (the ID must begin with a capital “A”). Then click **Submit**.

![Student and Advisee ID Selection](image)

- You may enter:
  1. The ID of the Student or Advisee you want to process, or
  2. Partial names, a student search type, or a combination of both. Then select **Submit**.

*Student or Advisee ID: A0<redacted>*

**OR**

![Student and Advisee Query](image)

- **Student and Advisee Query**
  - **Last Name:**
  - **First Name:**
  - **Search Type:**
    - Students
    - Advisees
    - Both

**Submit**

7. Verify the student’s information and click **Submit**.

![Student and Advisee Query](image)

- Please select **Submit** if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

*Sarah<redacted>* is the name of the student or advisee that you selected.

**Submit**
8. View the student’s degree audit.

a. If you need to enter a petition for the student’s degree audit, click on the Petitions tab.

b. Click Add Petition to enter your petition in the comment box. Click Submit Petition.

Please contact gcdegspcl@txstate.edu should you have any questions.