1. Log into DegreeWorks via Self-Service Banner (SSB):

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

<table>
<thead>
<tr>
<th>Application Status Check</th>
</tr>
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<tbody>
<tr>
<td>Self-Service Login</td>
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<tr>
<td>Prospective Students</td>
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<tr>
<td>Apply for Admission</td>
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<tr>
<td>General Financial Aid</td>
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<td>Campus Directory</td>
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<td>Class Schedule</td>
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<tr>
<td>Alumni and Friends</td>
</tr>
<tr>
<td>Parent/Proxy Login</td>
</tr>
</tbody>
</table>

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:** 
**Password:** 
**Login**

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

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

```
Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Summary Wait List
Initial Academic Feedback
Certify Rosters
Final Grades
Look Up Classes
Advisor Menu
View a student's transcript; View a student's grades
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours
Bobcat Schedule Builder - Basic Mode
Class Scheduling System
Degree Audit
```

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

- 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:**

OR

### Student and Advisee Query

- **Last Name:**
- **First Name:**
- **Search Type:**
  - Students
  - Advisees
  - Both

<table>
<thead>
<tr>
<th>Submit</th>
<th>Reset</th>
</tr>
</thead>
</table>

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

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

**Sara** is the name of the student or advisee that you selected.

<table>
<thead>
<tr>
<th>Submit</th>
</tr>
</thead>
</table>
8. View the student’s degree audit.

![Degree Audit Image]

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**.

![Petition Entry Image]

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