

DegreeWorks Quick Start Instructions

1. Login to MyPortal with your **Student ID**.
2. Click on the **Student** tab and scroll down to the lower right where you will find the link to **Launch DegreeWorks**.
3. Your Student ID and name will appear and you will be on the **Audits** tab.
4. Select **Student View** from pull-down menu under **Format**
5. If you have a selected major, an audit will appear for that major. The audit will show both General Education and major requirements. If you don't have a selected major, do the **What If major** option (see step 6).
6. To view degree requirements for a **What If major**:
 - o Click on **What If** tab, go to pull down menus
 - o Select Foothill or De Anza Undergraduate from the **Level** drop-down.
 - o Select one of the degrees, certificates or transfers from the **Degree** drop-down.
 - o The **Catalog Year** shown reflects your most recent date of enrollment; you may pull-down the current catalog year if desired.
 - o Select desired What-if **Major** from pull-down menu
 - o Click **Process What If** button to view results
 - o Click **Print** button on the top row of the screen for a reference copy
7. If you've had a DegreeWorks educational plan completed by a counselor, you can view the current plan by clicking on the **Planner** tab
8. For grade-point average scenarios, click on **GPA Calc** tab
9. To view any notes entered by your counselor, click the **Notes** tab

See the Student Tab in MyPortal for links to additional user instructions. They can also be found at [http://ets.fhda.edu/call_center/stories/storyReader\\$447](http://ets.fhda.edu/call_center/stories/storyReader$447).

Use the latest version of DegreeWorks.

DegreeWorks was updated on October 19, 2012. If you are having trouble accessing DegreeWorks, you may have an overloaded cache which is forcing your browser to load an out-of-date page or image. Please clear out your browser's cache and re-launch DegreeWorks.

Directions on clearing your browser's cache can be found here: <http://www.wikihow.com/Clear-Your-Browser's-Cache>

To report a problem, click on the Problem Report form link at the bottom of the DegreeWorks channel on the students tab in MyPortal. Be sure the e-mail contains the following information:

- Your contact information, a phone number would be great.
- Are you using a PC or a Mac?
- Which browser are you using? (Internet Explorer, Firefox, Safari, etc.)
- A detailed description of the problem.
- A screen shot of what you are seeing if convenient.

