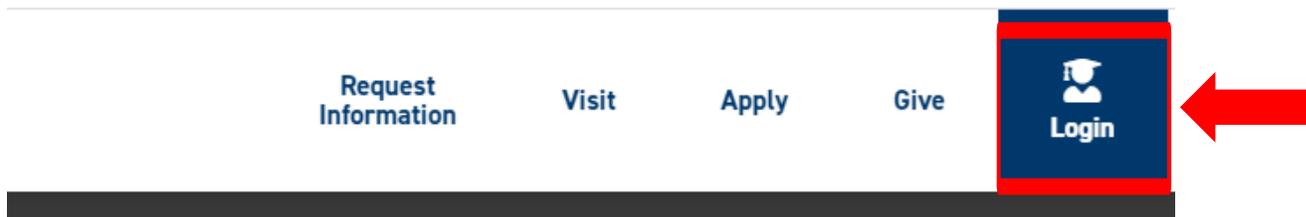


Access Undergraduate DegreeWorks

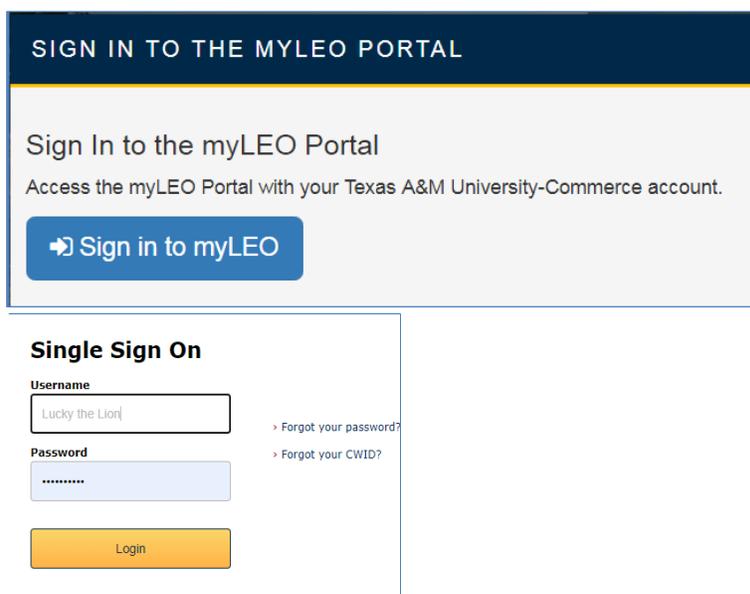
1. Go to the A&M-Commerce home page:

www.tamuc.edu

2. Click: Login to access MyLeo



3. Access the myLEO Portal with your A&M-Commerce account.

A screenshot of the myLEO Portal sign-in page. At the top, a dark blue header contains the text 'SIGN IN TO THE MYLEO PORTAL' in white. Below this, the main content area has a light gray background. It features the heading 'Sign In to the myLEO Portal' and the subtext 'Access the myLEO Portal with your Texas A&M University-Commerce account.' A blue button with a white arrow icon and the text 'Sign in to myLEO' is positioned below the subtext. Further down, there is a 'Single Sign On' section with a white background. It includes a 'Username' field containing 'Lucky the Lion', a 'Password' field with masked characters, and a yellow 'Login' button. To the right of the password field are two links: '> Forgot your password?' and '> Forgot your CWID?'.

4. Click: Student Resources



5. Click: DegreeWorks

WELCOME APPS **STUDENT RESOURCES**

STUDENT INFORMATION SYSTEM (SIS) RE

Prod Personal Information

- Addresses and Phone Numbers - View - Update
- Email Addresses - View - Update
- Emergency Contacts - View - Update
- Marital Status - Update
- Ethnicity and Race - View - Update

Student Information

- Registration Menu
- Search Class Schedule - via Self Service Banner
- Search Class Schedule - via Web
- Student Records Menu
- Final Grades
- View Curriculum Information
- View Holds
- Academic Transcript (Advising/Unofficial Only)
- Order Official Transcript
- 1098-T
- **Undergrad DegreeWorks**

6. Click: Access Undergraduate DegreeWorks

Personal Information **Student** Financial Aid Faculty Services

Search Go SITE MAP HELP EXIT

Degree Evaluation and Planning

To provide better support for our student population, DegreeWorks is now accessible for Undergraduate and Graduate levels separately.

- Online Help and FAQs for Undergraduate DegreeWorks is located on the Registrar's DegreeWorks website.
- Undergraduate Degree Audits are not accessible through the Graduate site
- Undergraduate Degree Audits are available for active students.
- Students must graduate within five years of their assigned catalog.

Access Undergraduate DegreeWorks

- Graduate Degree Audits are not accessible through the Undergraduate site.
- Applicable for Current Graduate students under the 2010/2011 catalog and newer.

Access Graduate School DegreeWorks

Faculty Members and Advisors must complete training before accessing DegreeWorks.

7. You are now able to review the DegreeWorks audit.

DegreeWorks
A&M COMMERCE UNDERGRAD

Exception Management Template Management Change Password Print

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

Worksheets Plans Notes Petitions Exceptions GPA Calc

For students, Degree Works:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, Degree Works:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

