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:
   - Click on What if tab, go to pull down menus
   - Select Foothill or De Anza Undergraduate from the Level drop-down.
   - Select one of the degrees, certificates or transfers from the Degree drop-down.
   - The Catalog Year shown reflects your most recent date of enrollment; you may pull-down the current catalog year if desired.
   - Select desired What-if Major from pull-down menu
   - Click Process What If button to view results
   - 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.

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.