

Logging into DegreeWork

- 1) To access the DegreeWorks site you will need to navigate to <https://degreeworks.gatech.edu>
- 2) At the DegreeWorks login screen you will use the following to log in:
UserName = gt Account (ex: gburdell3)
Password = gt Password

Performing an audit

- 1) **Student gtID known**
 - a) If the student gtID is already known, it can easily be entered in the "Student ID" box.
 - b) Once entered, press the "Enter" key on your keyboard and the audit will be generated.
- 2) **Student gtID unknown**
 - a) If the student gtID is unknown or if you are searching for a group of students based on a certain criteria the "Find" button will be used.
 - b) Here you can search by gtID, first and/or last name, as well as using the provided filters.
 - c) Clicking "Search" will generate all students, and you can use the checkboxes to select specific students or use the "Check All" button to select all students.
 - d) Click "Ok" and the audit will be generated for the first student in the results.

Using Audit

- 1) To switch between students from a filtered list you can use the arrows, or drop down box at the name field at the top of the audit.
- 2) To ensure that you are viewing the most current information for each student it is important that you click the "Process New" button to refresh that student's information.