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.