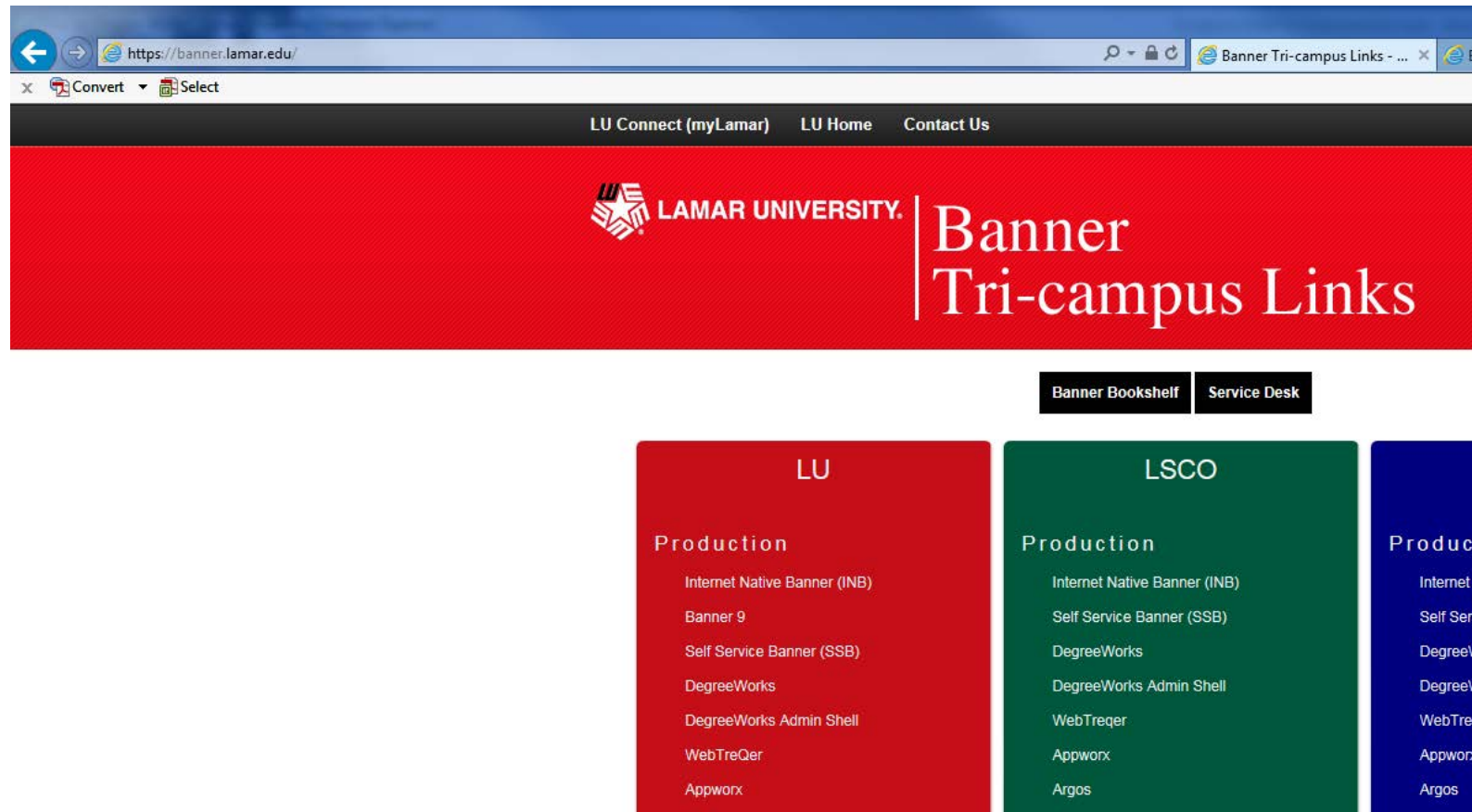




Sign into DegreeWorks

Advisors (preferred method)

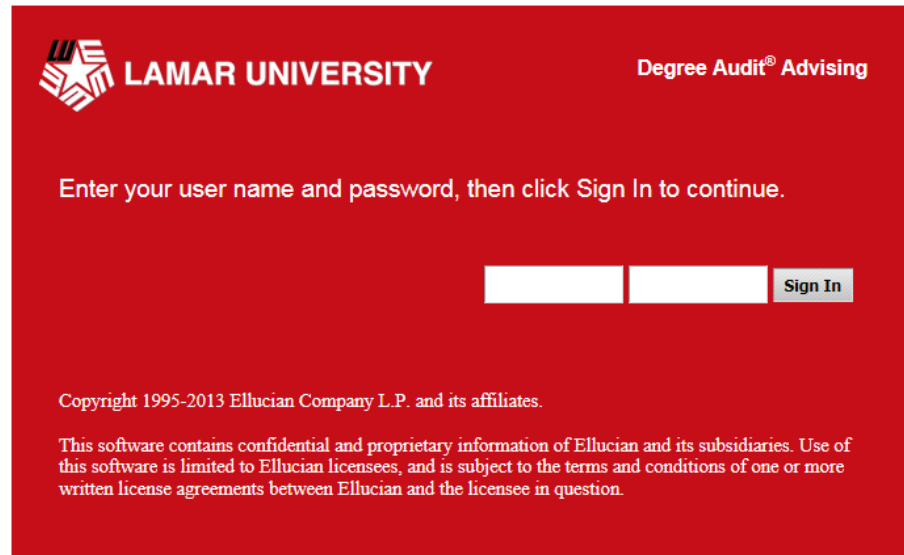
1. Go to <https://banner.lamar.edu/>



DegreeWorks

Contact us at: DegreeAudit@lamar.edu

2. Click on DegreeWorks found on the RED column under Production. It is the 4th title in the list.



3. When you click on DegreeWorks you will be brought to a new screen where you will sign in using your User Name (L20000000) and the alpha-numeric Password* provided to you when you received access.

**If you have misplaced or forgot your password please email DegreeAudit@lamar.edu - include your L#.*

DegreeWorks

Contact us at: DegreeAudit@lamar.edu



4. If you logged in successfully your screen should look similar to this:



Sign into DegreeWorks

Advisors (additional method)

You can also sign in through Self-Service Banner, using your Lamar ID and PIN.

Please be aware this version does not update as quickly. You also have to navigate through 5 screens to enter a student's audit.



Enter your LamarID (case sensitive) and your Personal Identification Number (PIN), select Log In.

To recover your LEA username and password, Log In and click Personal Information.

To protect your privacy, Exit and close your browser when you are finished.

If you have any questions, or require additional information, please contact the Service Desk at 409.880.2222 or email servicedesk@lamar.edu.

LamarID:
PIN:

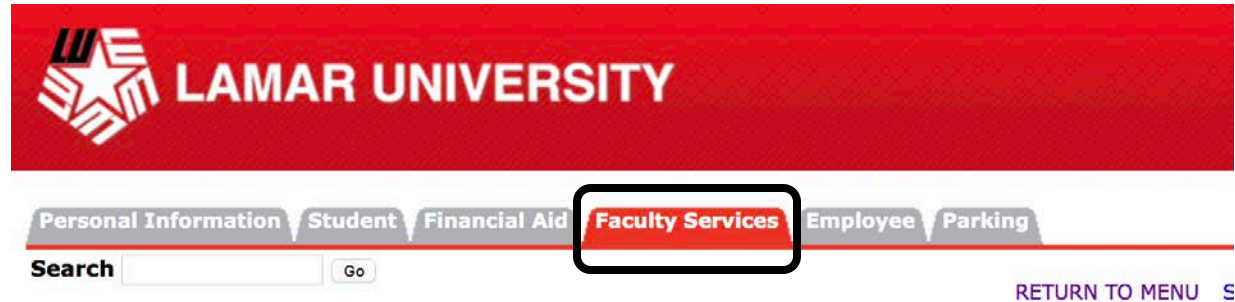
RELEASE: 8.8

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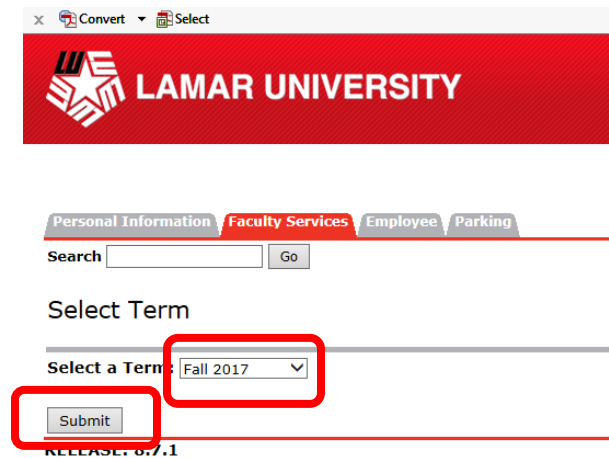
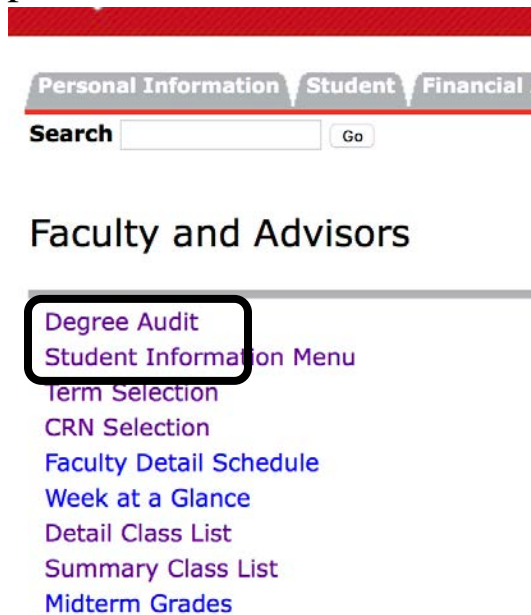
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1. Once signed in, go to the Faculty Services tab.



2. Under this tab you will see a list of items to click on under Faculty and Advisors. Click on Degree Audit. It will take you to Select Term. Choose the term from the drop down picklist.



DegreeWorks

Contact us at: DegreeAudit@lamar.edu



3. Enter the Student ID or Search by Last and First Name. Click Submit. You will be brought to a Student Verification screen where you will verify this is the student you are inquiring about. Click Submit.

Personal Information **Faculty Services** Employee Parking

Search Go

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both

RELEASE 0.7.1

Personal Information **Faculty Services** Employee Parking

Search Go

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

STUDENT'S NAME is the name of the student or advisee that you selected.

4. You will now enter the student's degree audit.