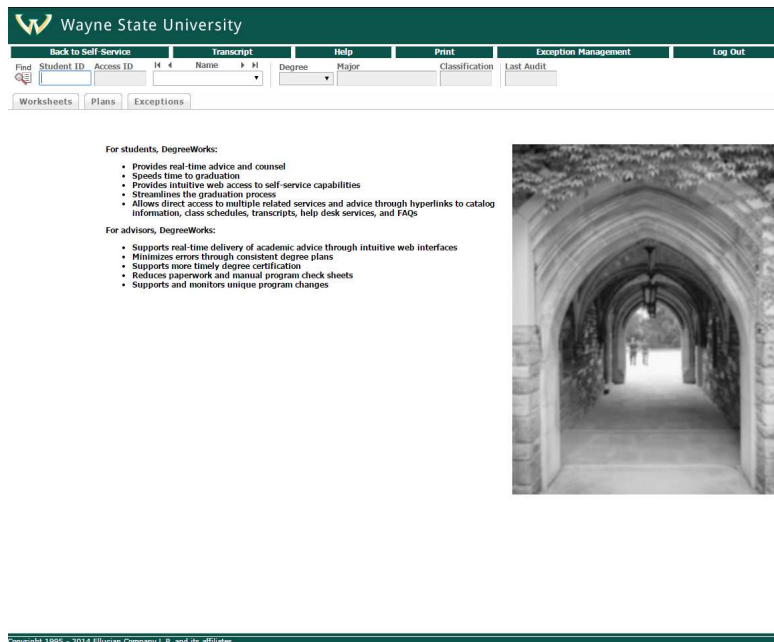# Signing on to DegreeWorks and Searching for Students

- To access Degree Works, you will sign into Academica/Pipeline using your Access ID and password.

- Click on Faculty Instructional Resources (in Academica). Then click on Degree Works Advising.

- Degree Works will launch in a new tab.

This is the Degree Works Home Screen.

Note:

Degree Works is running off of live Banner Data. When grades post, or registration activity occurs, it will appear immediately in Degree Works.

Easiest way to find a student!

You can type either the AccessID or the BannerID in the StudentID box, then press enter.

Student ID	Access ID
ax8790	

Student ID
003795196

It will search for the student and display both IDs in the appropriate box.

Student ID	Access ID
003795196	AX8790

Searching for Students:

This is a limited search, and should not be used as a substitute for reporting through STARS.

- Options for searching
  - o Type 9 digit **Banner ID** in **Student ID field** then hit **Enter**
  - o Click the magnifying glass to conduct a search
    - ▪ There are many parameters available to search, including First Name, Last Name, Degree, Major, Minor, Concentration. It's suggested (at the UG level) to limit your selections as much as possible, perhaps choosing freshman, sophomore, Junior, Senior. Click the SEARCH button when all the parameters are entered.
  - o You may use the wildcard symbol ("@") when typing in the student ID number or last/first name fields. This will return any results that begin with those letters or numbers.

Sample search:

- Sophomore
- Seeking BS in Business Administration
- Major in Accounting
- Note: This search does not validate against curriculum rules, which means you could conduct a search for Bachelor of Science in Criminal Justice with a major in Accounting, or Elementary Education. No students would be returned.

- An error message may appear indicating that more than 200 students were found, and to limit your search. Select the **Check All** button at lower right, **then click OK**. All students will now appear in the drop down, and you can cycle through using arrows on either side of the word "Name" or selecting individual students in the drop down.

- To revise your search, you may need to click on the items listed in the "Repeatable Search Criteria" box and hit the "Remove" button.
- You may use the wildcard symbol ("@") when typing in the student ID number or last/first name fields. This will return any results that begin with those letters or numbers.