

Important Notice Regarding Degree Works

Prior to accessing your information on the CUNY Portal, please read the following information and note your CUNY Portal Username and Password. You must have this information with you to access your information.

How to Use Degree Works

- 1. If you know your CUNY Portal Username and Password, follow these steps.**
 - Go to www.cuny.edu and click on “Log in”.
 - Type in your CUNY Portal Username and Password.
 - Under SSO Applications for Students, look for Student Advisement/Degree Audit.
 - Access your Degree Audit and select the courses you plan on taking in the fall semester based upon your degree requirements.
 - Use the “**what-if**” feature to preview how the courses you are currently enrolled in would apply towards a different major at John Jay.
 - View how future/potential courses will be factored towards your degree requirements by using the “**look ahead**” feature.
- 2. If you know your CUNY Portal Username but forgot your Password, follow these steps.**
 - Go to www.cuny.edu and click on “Log in”.
 - Click on “Forgot Your Password”.
 - Type in your CUNY Portal Username and submit.
 - Your CUNY Portal Password will be sent to the email address you originally had on file.
 - Once you obtain your password in your email, go back and log in.
- 3. If you do not know your CUNY Portal Username, Password and/or email address on file, follow these steps.**

Contact the Call Center at 212-ONE STOP or come in-person to ONE STOP Services with your Photo ID. They will check for your Username and the email address you have on file. With the information, follow number 2 above for the rest of the instructions.

FAQ'S

- 1. What should I do if my Degree Audit report did not include a course I completed or do not need to take?**

Contact the Registrar's Office, your advisor or the department chairperson if you were approved for a specific exemption or exception.
- 2. How is Degree Works different from an official transcript?**

Your transcript is the official college record of courses taken each semester. Official transcripts can only be obtained from the Registrar's Office.
- 3. When do I use Degree Works?**

Degree Works should be used before meeting with an academic advisor (print your audit and bring it to the session), planning your program for the next semester, graduation or degree requirements, after registration and when transferring to another college.
- 4. I never signed up for a CUNY Portal account; can I sign up for one now?**

Yes, to sign up for an account, go to www.cuny.edu and click on “Log in”. Once you are on the log in page, click on “Register Now”. Please note that you cannot create another account, if you had previously registered for one at any CUNY Colleges.

