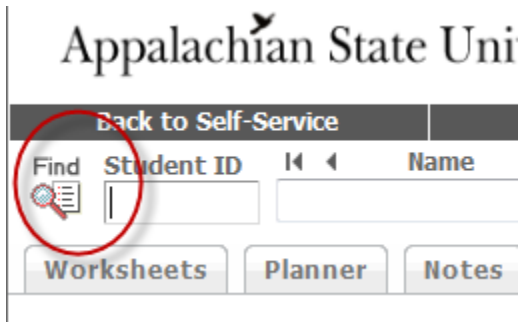


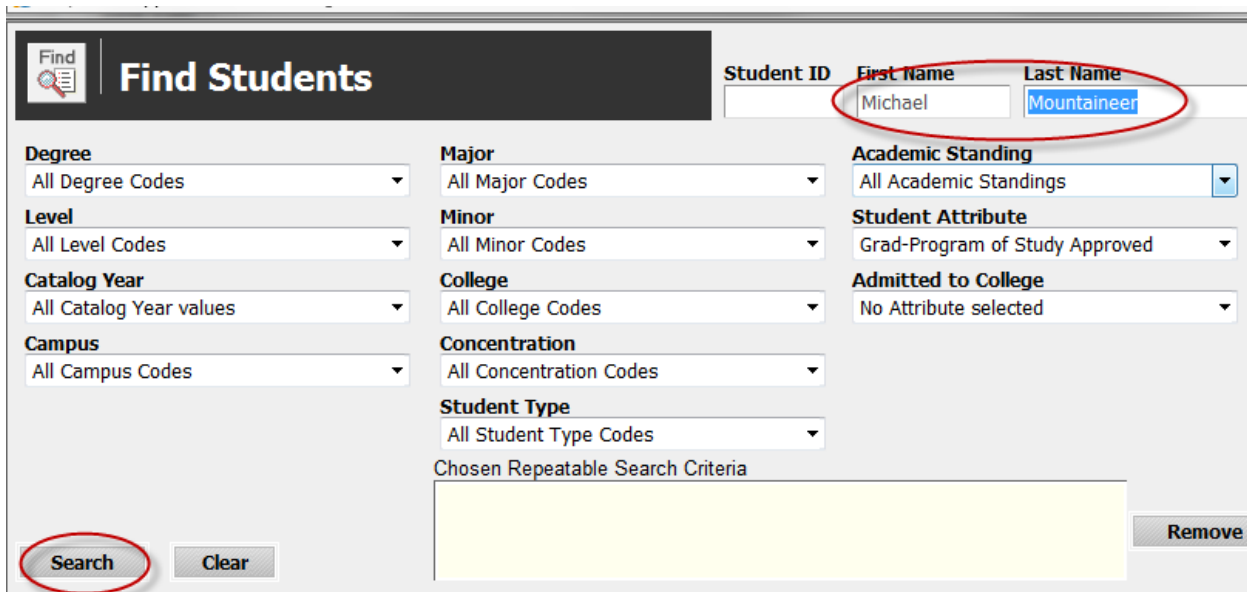


Step By Step Instructions: Finding a Student

- 1) To access DegreeWorks, go to appalnet.appstate.edu. Click on DegreeWorks and login with your Appalachian State University username and password. You may also access DegreeWorks directly by going to dw.appstate.edu.
- 2) Click "Find" in the top left corner of your screen.



- 3) Type the first or last name in the appropriate box in the top right corner.
- 4) Click Search.



- 5) The student name will show up at the bottom of the “Find Students” box. Make sure the name is checked.
 (If your search yields more than one student, uncheck the names of those you do not wish to work with)

Find Students

Degree
All Degree Codes

Level
All Level Codes

Catalog Year
All Catalog Year values

Campus
All Campus Codes

Major
All Major Codes

Minor
All Minor Codes

College
All College Codes

Concentration
All Concentration Codes

Student Type
All Student Types
Chosen Repeaters

Search **Clear**

Students Found: 1

ID	Name
<input checked="" type="checkbox"/> 900	Mountaineer, Michael John

OK **Cancel**

- 6) Click OK.

The Audit section “Worksheet” for the student you selected will be displayed.

Appalachian State University

Back to Self-Service | Portal | FAQ

Find Student ID: 90 | Name: Mountaineer, Michael John | Degree: BS_25 | Major: Psychology (BS w/ Conc) | Level: U | Campus: f

Worksheets | Planner | Notes | GPA Calc

Format: Student View | View | Save as PDF | Process New

Appalachian State University

Student ID	Name
AB195220	Mountaineer, Michael John

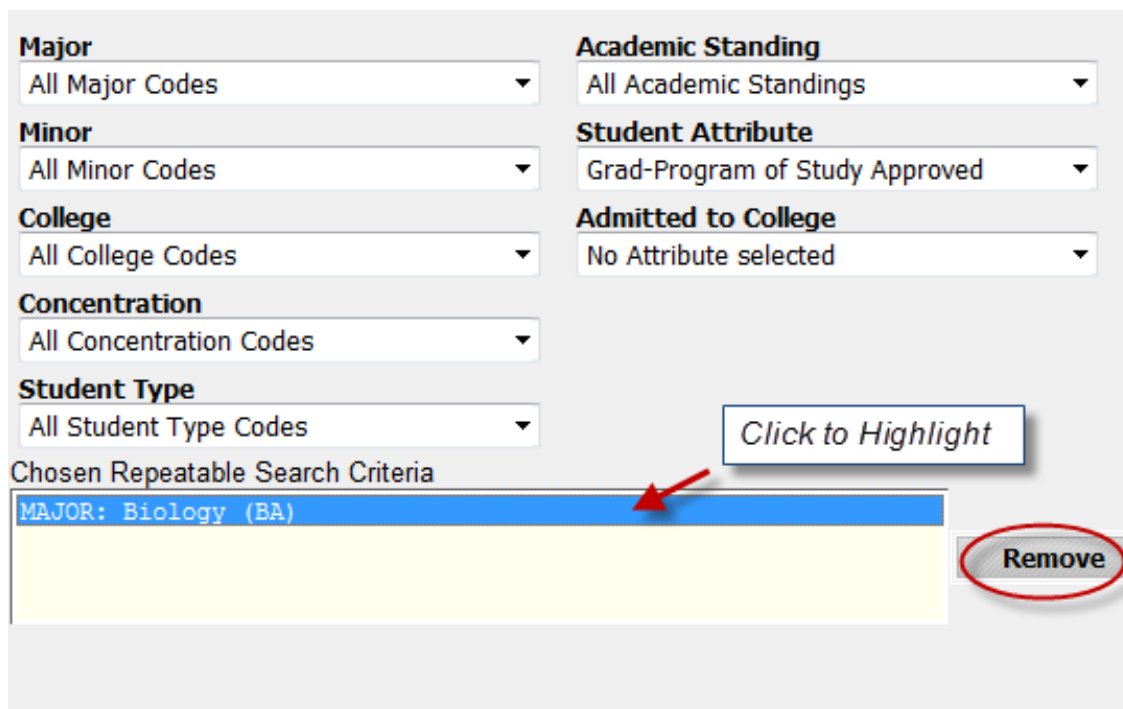
**** Note About Subsequent Searches – Be sure to remove prior search criteria**

If you want to search for one student after you have searched for a list of students (such as all in a major) be sure to remove the criteria from your previous search.

DegreeWorks may save criteria from your previous searches in a work session.

1) In the “Chosen Repeatable Search Criteria” box, Click on the criteria you want to remove to highlight it.

2) Click Remove.



3) Now enter the criteria for your new search.