

# DEGREE WORKS QUICK FACTS

## 1. How can I access Degree Works?

Degree Works is accessible via the CUNY portal ([www.cuny.edu](http://www.cuny.edu))

After logging in, select “student advisement degree audit”

## 2. What if I forgot my CUNY portal username or password?

Click on the “Account and Password Reset” and follow the steps to reset your password

The screenshot shows the CUNY Portal Log-in / Citizen CUNY page. At the top, there is a navigation menu with links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'FINANCIAL AID', 'RESEARCH', 'NEWS/EVENTS', 'LIBRARIES', 'EMPLOYMENT', 'SEARCH', and 'LOG-IN'. Below the navigation, there is a 'PORTAL LOG-IN' section with a heading 'Click below to reset your account' and a downward-pointing arrow. The section contains three links: 'Register for a New Account >>', 'Account and Password Reset >>', and 'E-mail a New Password >>'. Below these links is a login form with fields for 'Username:' and 'Password:', and a 'Log-In' button. To the right of the login form is the 'CITIZENCUNY' logo with the tagline 'Your Portal to Service'.

## 3. What if I see my old college audit or no audit appears?

This happens when your CUNY portal profile does not list Brooklyn College as your primary college. Please follow the steps below to make that change.

- after logging into your CUNY portal account, click on "my profile" on the upper right corner
- click modify
- change primary college to Brooklyn College (please note: there are two fields “college” and “primary college”; Primary college must be populated with Brooklyn College in order to access degree progress)
- Save changes
- log out
- log back in, and it should reflect the change; sometimes it can take 2-3 hours.
- click on "student advisement degree audit" to access your degree progress report

## 4. What if I have additional degree works questions?

If you have additional questions, email [degreeaudit@brooklyn.cuny.edu](mailto:degreeaudit@brooklyn.cuny.edu) and include your name, CUNYfirst EMPLID and your concern(s).