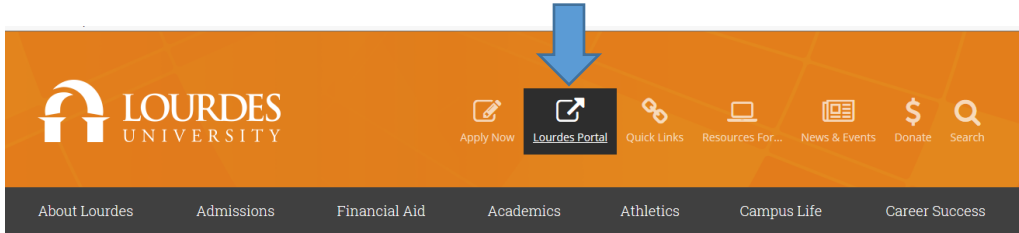


## Degree Works Student Access

Follow the steps below to access your Degree Works. **Make sure you are using Internet Explorer** and no other search engine in order to view your degree requirements information.

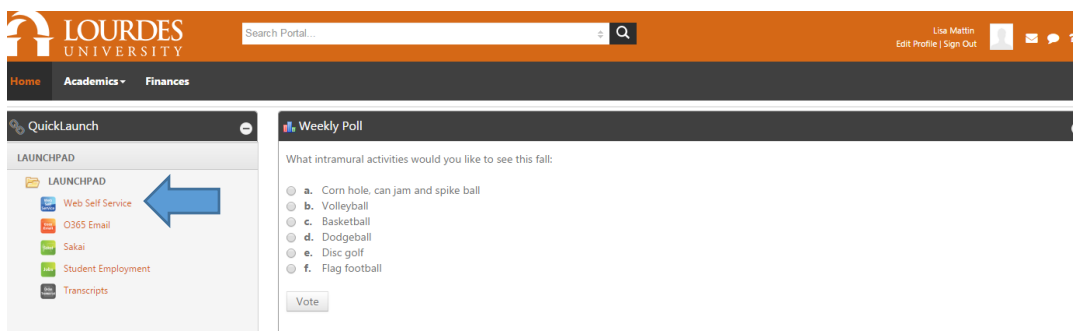
1. Go to [www.lourdes.edu](http://www.lourdes.edu)
2. Click on **Lourdes Portal**



3. Enter your **name/password** and click **login**



4. Click on **Web Self Service** tab



- If you don't go straight in to your account you may see a screen like below and you will have to enter your **user ID** (Student 900 number) and **PIN** (birthdate MMDDYY) and click **login**

HELP EXIT

**LOURDES UNIVERSITY**

**USER LOGIN**

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

Your assigned user ID is your **Lourdes ID number**. If you have not yet set your PIN, please first use your **birth date** in MMDDYY format (e.g. January 20, 1976 becomes 012076). If you don't have birth date in our system, your PIN will be the **last six digits of your Lourdes ID number**. For security reasons, please change your PIN immediately upon entering Lourdes University Web Services for the first time. If you have difficulty in login, please contact the Helpdesk at (419) 824-3807 for help.

User ID:

PIN:

Login Forgot PIN?

- Click on the **Student** tab or **Student** link

**LOURDES UNIVERSITY**

Personal Information Alumni and Friends **Student** Financial Aid Employee Faculty Services LUAccess

Search  Go SITE MAP HELP EXIT

Welcome, Lisa Mattin Last web access on Feb 25, 2016 at 02:39 pm

Personal Information  
Update address, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends  
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

**Student**  
Apply for Admission, Register On-Line, View your Course Schedule, View your academic records.  
**YOU MUST MEET WITH YOUR ACADEMIC ADVISOR TO RECEIVE YOUR ALTERNATE PIN FOR ON-LINE REGISTRATION. SCHEDULES AND GRADES ARE ONLY AVAILABLE ONLINE.**  
**Online Payment now available!**

Financial Aid  
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors  
Enter Grades and Registration Overrides, View Class Lists and Student Information

Return to Homepage

RELEASE: 8.7

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- Click on **Degree Works**

**LOURDES UNIVERSITY**

Personal Information Alumni and Friends **Student** Financial Aid Employee Faculty Services LUAccess

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Student Services**

Registration  
Check your registration status; Register On-Line You must meet with your Academic Advisor to receive your Alternate Pin for On-Line Registration. .  
**SCHEDULES ARE ONLY AVAILABLE ONLINE**

Student Records  
View your holds; Display your grades and transcripts;  
**FINAL GRADES WILL NOW ONLY BE AVAILABLE ONLINE Fall 2015 GRADES WILL BE FINALIZED December 16 AT 5PM.**

Review charges and payments.  
**Online Payment now available!**

**Degree Works**  
Degree Works link for Student

RELEASE: 8.7

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8. Click on **Degree Works** again



9. You will now see your **Degree Works Audit**.

The screenshot displays the 'Lourdes University PRODDW' Degree Works Audit page. At the top, there are navigation tabs: Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. Below these are fields for Student ID, Name, Degree (MBA), Major (Business Administration), Level (GR), Student Class Level, and Last Audit (02/13/2016). There are also buttons for Worksheets, Plans, and GPA Calc. The main content area shows 'Student View' for student A0002HRW as of 02/13/2016 at 04:23. A table provides details about the student's progress, including College (College of Business/Leadership), Level (Graduate), Degree (Master of Business Admin), and GPA. A 'Degree Progress' bar shows 92% completion. Below this, there are sections for 'Degree in Master of Business Administration' and 'Major in Business Administration-GR', each with a list of requirements and their status (e.g., 'You meet the minimum 3.0 GPA requirement').

Student	College	Concentration
	College of Business/Leadership	
ID	Level	Academic Standing
	Graduate	Good Standing
Class	Degree	Cohort
	Master of Business Admin	MBA Cohort 4 part-time
Advisors	Major	Student Type
Bull, Ryan D Conkle, Kelly L	Business Administration GR	Returning/Continuing GR
GPA	Minor	Confidentiality Flag

**Degree Progress**  
Requirements: 92%

**Degree in Master of Business Administration**  
Catalog Term: Fall 2013 Semester Hours Required: 36  
GPA: Semester Hours Applied: 36

- Total semester hours taken at Lourdes University
- Minimum semester hours taken at Lourdes University
- You meet the minimum 3.0 GPA requirement
- Major Requirements *Still Needed: See Major in Business Administration-GR section*

**Major in Business Administration-GR**  
Catalog Term: Fall 2013 Class Required: 12  
GPA: Classes Applied: 11

- Major Classes Required: *Still Needed: You currently have 11, you still need a minimum of 1 more classes.*

Here you are able to print your audit, see your progress, view your requirements, see your advisor, and view your GPA.

10. Click on **What If** (left-hand side under the Worksheets tab). Enter the **Level, Degree, Catalog Term, and Major** (you can also choose a minor/concentration if applicable).

Worksheets Plans GPA Calc

Format: Student View    Include in-progress classes  Include preregistered classes

**What-If**

Level Undergraduate

Degree Bachelor of Science

Catalog Term Spring 2016

**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Minor Pick a Minor

Concentration Pick a Concentration

11. Once entered click the **Process What-If** tab.

Worksheets Plans GPA Calc

Format: Student View    Include in-progress classes  Include preregistered classes

**What-If**

Level Undergraduate

Degree Bachelor of Science

Catalog Term Spring 2016

**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Minor Pick a Minor

Concentration Pick a Concentration

**Choose Your Future Classes**

Enter a course and click Add Course

Subject

Number

You will be able to view your requirements for the chosen major, print your audit, and even save as PDF.

If you need further assistance please contact the Advising Center at 419-824-3882 or [advising@lourdes.edu](mailto:advising@lourdes.edu) and we will be happy to assist you.