Step By Step Instructions:
Logging into Degree Works (for Advisors)

- Log into my.vcu.edu

- On the right side of the screen there is a “Resources” section. Select eServices/VCU Self Service.
- Once in eServices select the “Faculty Services” tab located at the top of the screen.
- Select “Student Information Menu” from the Faculty Services tab.

- In “Student Information Menu” select the Degree Works option.
- Select the current term from the drop down menu.

- Type in the student’s V-number or Name then select “Submit”.

![Select Term](image)

![You may enter:](image)

![Student and Advisee Query](image)
- You’ll be asked to verify the student you’ve selected, click “Submit”.
- Click on “Degree Works”.

- Degree Works will open in a separate tab or window in your browser, and will default to the student’s academic audit.