

Getting Started

All users will first need to claim their CUNYfirst accounts in order to access BMCC's DegreeWorks. You will need your CUNYfirst username and password to log onto the system.

Accessing DegreeWorks

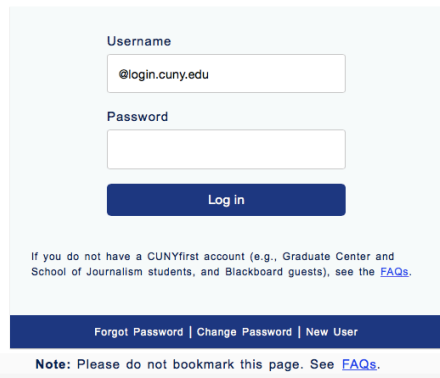
Step 1: Go to <https://degreeworks.cuny.edu>.

Step 2: Enter your CUNYfirst Username & Password and click the Log in button.

CUNY Login

New → [CUNYfirst](#) | [CUNYsmart](#) | [Virtual Bookstore](#)
[Blackboard](#) | [DegreeWorks](#) | [FACTS](#)

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)



The screenshot shows a login form with the following elements:

- Username field: @login.cuny.edu
- Password field: (empty)
- Log in button: (blue)
- Footer text: "If you do not have a CUNYfirst account (e.g., Graduate Center and School of Journalism students, and Blackboard guests), see the [FAQs](#)."
- Footer links: "Forgot Password | Change Password | New User"
- Bottom note: "Note: Please do not bookmark this page. See [FAQs](#)."

Step 3: Click on the DegreeWorks link, if you are not automatically logged into the system.

- Students will be taken to their own customized audit.
- Advisors and Staff will need to enter the student's EMPLID/CUNYfirst ID Number and hit ENTER on the keyboard to pull the student's degree audit.

Note: If you receive an error message after entering your username and password, don't close your browser and go to the following website: https://degreeworks.cuny.edu/Dashboard_bm

Worksheet Tab

This tab displays the student's degree progress based on the student major on file. This also displays the student's remedial placement and academic notes.

What-If Audit

The What-If audit allows you to see degree progress in other majors using your course history. You can use this tab if you are thinking of changing your major and would like to know where you stand in the new major.

Planner Tab

The Planner contains a grid organized by academic term. Advisors plan student's future course offering for as many as eight semesters in advance. Students can only view planners, not create them.

Notes Tab

Often advisors want to make a permanent note of what was discussed and what needs to be done next. They may also want to see what was discussed with the student by a previous advisor. The Notes feature can be used for this.

GPA Calculator Tab

There are three different GPA calculators: Graduation, Term, and Advice. The calculators, in conjunction with the other features, can help students set realistic goals, provide a precise calculation of end term GPA using students' actual academic information, and give guidance on how students can achieve honors, avoid probation, or reach personal academic aspirations. Please note, these calculators do not factor in the repeat policy. To calculate repeated courses, use the GPA calculator found on the Academic Advisement & Transfer Center website at <http://bit.ly/2C4E0Q0>.

Look Ahead Tab

Students can use this tab to see how a future course may be applied to their audit.

Help

Email dwhelp@bmcc.cuny.edu if you are experiencing difficulty accessing the system.