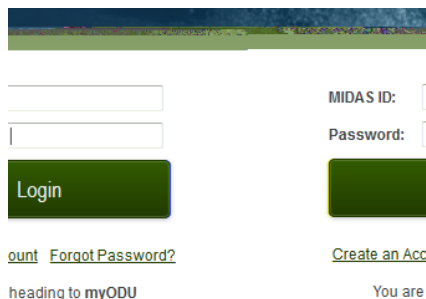




1. Visit <http://my.odu.edu>. Use your MIDAS information to log into the system. \ you try three times to enter and do not succeed, the system will lock you out. In this situation, contact the OCCS at 683-3192. At the time these instructions are drafted, select phone menu option 2.

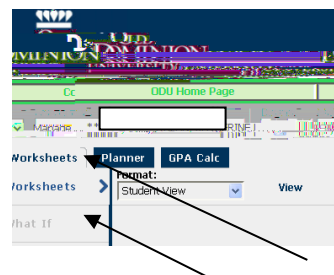


2. Click on the link for Degree Works on the right column. (Make sure your pop-up browser is disabled.)



3. Give it a moment to download the full screen. If the page does not automatically populate with your information, check your pop-up blocker settings.
4. You should then see a report based on your declared major/minor under the Worksheet tab.

5. to manually enter the specifications. For specialty tracks within the majors, you must select the appropriate concentration (BNAL with a functional area/concentration in ACCT; IT with a concentration in Networking; INBU with a concentration in Latin America; etc.).



To access the degree plan feature, click on Planner.

1. For more information on how to create a degree plan, tentative course cycle hints, sample plans, etc., visit our website <http://www.odu.edu/business/advising/degree-plan> and click on Advising Links.
 - a. (The benefit does not extend to just having a plan in the system. The university can run aggregate plan reports based on the demand forecast rather than based on history th accommodations are based on resources and availability. However, it allows us to accommodate student demand just a little bit better.
2. Enter your degree plan in the right side of the split screen. A d
3. After entering your plan, click on Save Plan. It is recommended to save after entering each semester of your plan.
4. Once you have entered the degree plan (or modified an existing one), fill out the review request form available on <http://www.odu.edu/business/advising/degree-plan> to request that the SCB UGA staff to review the plan. (It will not be fully activated until you have notified the SCB UGA office to review and approve your plan.)

