How to use Degree Works to find a student’s Registration PIN

Step One: Log into your My Info account

Step Two: Select Faculty Services
Step Three: Select Degree Works

Step Four: How to look up a student if you do not have their GID #

Search by first/last name
**Step Four continued**: check box next to student’s name and hit ‘OK’

**Step Five**: Once you have pulled up your advisee’s page you can view their information to help advise them, and provide their PIN number to them.