

Locking and Activating a Plan in DegreeWorks

How an advisor indicates that a particular plan of study will lead to the successful completion of graduation-credential requirements

- Go to the MSU Homepage located at www.montana.edu.
- From the Faculty & Staff page, move cursor over the My Info button and click My Info.
- From the My Info page, click enter secure area then log into your My Info.
- From the secure area, click Faculty Services and then click DegreeWorks.
- From DegreeWorks, enter the student GID in the Student ID box.
- Once you have located your student click on the Plans tab.
- Select the student's plan that you wish to review and then click the open button.
- Once in the plan, if it all looks good, click in the Active box and the Locked box to activate and lock the plan for this student, then click save at the lower right hand side of the window.